

Academic Personnel Recruit

USER MANUAL

Produced by UCIrvine's Office of Information Technology — **September 4, 2015**, modified for use at UC Berkeley by the Office for Faculty Equity & Welfare

ABOUT RECRUIT

Faculty recruitment has long been a paper-intensive process, creating an unnecessary administrative burden both to increasingly over-assigned staff and faculty committees juggling multiple priorities. In 2011, the University of California selected UCI's AP Recruit system—used on that campus since 2006—for system-wide deployment at all ten UC campuses.

Recruit provides for secure online academic employment recruitment management, supporting the entire recruitment workflow from early approvals, opening recruitments, applications, reference gathering, reviewing by the search committee, and, finally, selecting a hired candidate. Reports are built-in to the system, providing for an easy way to create the reports that the University of California's Office of the President uses to ensure all campuses meet their requirements as equal opportunity employers. Recruit also ensures the security and integrity of all applicant, reference, and related recruitment data.

How To Use This Manual

The purpose of this manual is to document RECRUIT's functionality in order to aid Recruit Administrators and for trainers to help other users of the system. Permission is granted to copy, distribute and/or modify this document for your educational use. Please refer to the UC Recruit Project Website at <http://sites.uci.edu/ucrecruit> for recent product updates that may not be included in this edition of the guide.

- UC Irvine's RECRUIT Development Team

What You Need to Know Before You Start

Operating Systems and Browsers

Recommended operating systems:

Microsoft Windows (7, 8) and Apple Mac OS X 10+

Other: Recruit's responsive design is compatible with up-to-date mobile devices.

Supported browsers:

Automatic updates are always recommended to ensure a secure and modern browsing experience, as certain technologies may lead to a degraded or otherwise suboptimal browsing experience. Each of the latest browsers are supported along with backwards compatibility for one full version still supported by the vendor:

Google Chrome

Mozilla Firefox

Apple - Safari

Internet Explorer

How to Log Into Recruit

To access AP Recruit you must have a CalNetID, UC Berkeley's authentication system for the campus community. The CalNetID is automatically generated for all faculty and staff when they enter the payroll system, however it must be activated.

Log into AP Recruit here — <https://aprecruit.berkeley.edu>

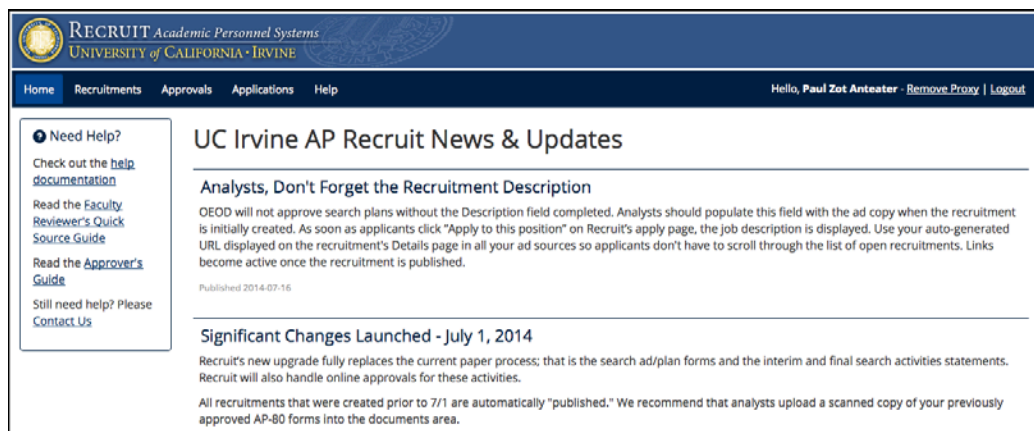
All trainees will use AP Recruit's training site at— <https://aprecruit.berkeley.edu:38868>

1. Click on "UC Berkeley Faculty & Administrators."
2. When prompted, authenticate with your CalNetID and passphrase.



The News & Updates Page

The Home page with news and updates is the same for all faculty and administrator roles.



All users know they are logged into AP Recruit by looking to the right on the menu bar. This is also how users log out of the system:

Hello, Paul Zot Anteater | [Logout](#)

The top menu choices will differ depending on the user's role in AP Recruit. If you only see News & Updates, you have not been assigned any role and should contact ofew@berkeley.edu for help.

[Home](#) [Recruitments](#) [Approvals](#) [Applications](#) [Help](#)

User Roles in AP Recruit

AP Recruit Administrators and User Managers are the primary supporters for end-users and they will manage most role assignments. *Committee chairs*, *editors*, *reviewers*, and *approvers* are assigned their roles on a recruitment-by-recruitment basis by the *department analyst* who is in charge of administering the recruitment.

The role you are assigned in AP Recruit determines the tasks you can perform.

AP Recruit Administrators are the primary supporters for all other users and have the most Admin tool access and all the access rights of the roles listed below.

AP Recruit User Managers act as gatekeepers, assigning, editing and removing user roles for others.

Department Analysts administer all aspects of the recruitment from start to finish. They create the recruitments for their departments, complete the search plan, publish the recruitment, assign search committee roles, manage the applicant files and generate reports.

School Analysts have the same access rights as the Department Analyst but on the School level.

Committee Chairs primarily review and manage the applicants. Chairs are able to mark applicants as “qualified” or “unqualified”, send bulk email to applicants, update applicant statuses, etc. Chairs also may add/edit portions of a recruitment’s information — information that is part of the Search Plan and/or Search Report.

Committee Editors have the same access rights as Committee Chairs.

Search Committee Reviewers have viewing rights to completed applications for a given recruitment and may comment on them and flag applicants.

Equity Advisors have access to view applications for a given recruitment and can create diversity reports. These roles are often part of the approval workflow for the search plan and reports.

Central AP Analysts have access to download a .csv of applicant pool gender/ethnicity data.

Diversity Analysts have viewing rights to completed applications for given recruitment. They may also view and create diversity reports and can download a CSV of all diversity survey responses.

Trainer is a role that gives permission to create fake recruitments for use in the Recruit training site. This timesaving admin tool also creates a pool of fake applicants along with sample applicant files to help emulate the online application process.

Approvers are the newest roles in AP Recruit and are responsible for overseeing the Search Plan, Diversity Reports, and the final Search Report. Approvers are either system-assigned or assigned by Analysts on a recruitment-by-recruitment basis. Approvers must be associated with one of the following titles:

Committee Chair, Department Chair, Equity Advisor, Dean’s Analyst, Dean, University Librarian, Central AP Office, and Diversity Office.

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Part 1: Recruitment Management

Create the Basic Recruitment

The analyst begins by creating the *Basic* recruitment — inputting the position name, application submission dates, title codes, specialties, etc. This simultaneously builds the survey on diversity, an important component of AP Recruit.

1. Click **Recruitments** in the top menu bar.



2. Click the button, **Create New Recruitment Plan**.

Create New Recruitment Plan

3. Read the Basic Overview page and then click the **Next** button.

The screenshot shows a web interface titled 'Create Recruitment: Basic'. On the left is a sidebar with a 'Basic Overview' section containing links for 'Information', 'Title Codes & Specialties', 'Contact & Notes', and 'Review'. The 'Information' link is active. To the right of the sidebar, under the 'Basic Overview' header, is a 'Next >' button. Below this, the text says 'Begin the recruitment by inputting data to create the Survey on Demographics.' followed by four numbered steps: 1. Post information about the position (title, posting dates, etc.). 2. Define the Specialties areas. 3. Enter contact information. 4. Confirm the information. A '+' sign is at the bottom right. At the very bottom, it says 'Get started by pressing the Next button.'

4. Fill in the basic information about the recruitment:

The screenshot shows a form titled 'Basic Information'. It has a 'Recruitment name:' field with a red asterisk and a 'Hide' link. Below is a text area for 'Description' containing two paragraphs of placeholder text. There is a 'Department:' dropdown menu set to 'Test Department' with a note about cross-listed positions. An 'Academic year:' dropdown is set to '2012 - 2013'. A 'Salary control #' field contains the number '12345'. At the bottom, the word 'Optional' is visible.

- **Recruitment name:** Type in the name of the recruitment. This should match your ad. The name will help distinguish similar recruitments from each other. For example, you may want to hire multiple HS Clinical Professors and each position is specialty specific. If each recruitment has an identifying name, you (and the applicants) will be able to distinguish the positions by the specialties. Use the following naming convention: **Job Title – Specialization – Department/School/College/Unit**. For examples see the OFEW Senate or Non-Senate Search Guide.

- **Description:** LEAVE THIS FIELD BLANK. OFEW WILL PLACE THE APPROVED ADVERTISEMENT FOR THE RECRUITMENT IN THIS LOCATION, REMOVING THE APPLICATION REQUIREMENTS.
- **Approved search area:** Optional, editable field to document the area in which the FTE will be approved (e.g. Medieval Studies). **Required for senate faculty searches.**
- **Department:** Select your department from the drop-down menu. If this is a cross-listed position (multiple departments or schools), finish creating the recruitment and edit the department field afterward.
- **Salary control#, salary range, and rank/step:** These optional fields will help with tracking. Please be sure to enter the salary range as an annual salary. The salary control # is required for senate faculty searches.
- **Search Information**
 - Choose whether the search area is open/general or targeted/specialized.

Search Information

Search breadth: ⓘ *Click the Tool Tip for explanation*

Is this an open/general search or a targeted/specialized search?

Initial search:

allocation: Is this position newly allocated or is it being re-listed from a previous academic year?

- Choose whether this recruitment is newly allocated or if it is being re-listed from a previous academic year. This is for UCOP and the need to analyze applicant diversity data.
- **Optional Information Link:** If you want to refer applicants to the website for your department or school please put the URL here.

Optional Information Link

Information URL:

Optional - check with your webmaster if you are unsure what you should put here

There are two distinct types of recruitments: Open/ Closed/Final and Initial Review Dates/Open Until Filled (IRD).

Application Submission Dates

Set up recruitment as:

Open/Close/Final Recruitments —Choose this for senate faculty searches.

Open/Close/Final ←

* Open date: 
 Applicants cannot apply until this date.

* Close date: 
 Applicants cannot apply after this date.

* Final date: 
 The recruitment will no longer be available to applicants after this date.

Key features of Open/Closed/Final:

- o The Open date is when applicants can begin applying. Open dates remain editable by the analyst at any time. All recruitments must be open for at least 30 days.
- o The Close date is when new applicants are no longer accepted. The Close date will be locked once the Search Plan is approved in order to help ensure that the close date remains true to the advertisement(s).
- o The Final date is the deadline allowing existing applicants to modify their files. This date must be greater or equal to the Close date. Final dates remain editable by the analyst at any time.
- o All completed applications are viewable to the search committee, regardless of Close or Final dates.

IRD/ Open Until Filled — These types of recruitments are ongoing and collect pools of applicants separated by review dates. ALL NON-SENATE RECRUITMENTS MUST BE IRD/OPEN UNTIL FILLED.

Initial Review Date/Open Until Filled

* Open date: 
 Applicants cannot apply until this date.

* Initial review date: 
 Applicants must complete their applications by this date to be considered.

* Final date: 
 The recruitment will no longer be available to applicants after this date.

Key features of Initial Review Dates/Open Until Filled:

- o The first Initial Review Date marks the closing of the first pool of applicants. *Once the recruitment is approved, the IRD cannot be changed —this is designed to keep the advertisement and submission dates in sync.*
- o Committee Reviewers will see the completed applications within a review period.
- o The applicant can't modify applications that are completed before a review date once that date has passed.
- o Committee Reviewers can choose not to view applicants from previous pools (previous review periods).
- o After the current review date has passed the analyst may create additional review dates in order to capture a separate pool of applicants.
- o Review dates can be marked private, and thus won't appear to applicants.
- o The last date when applicants can apply is the Final date. If the analyst creates an additional review date that is after the Final date, the Final date will automatically be moved forward to accommodate it.
- o Applicants may apply before the Final date, even if there is no upcoming review date. In this case, they will be informed that their application may or may not be considered.

Title Codes and Specialties

Title Codes: Academic Title Codes map directly to salary scales and the codes that are input into this field must reflect the wording in all advertisements for the recruitment.

After the Search Plan is approved, the title codes are no longer editable. This helps to ensure the scale is not retroactively changed to suit a particular candidate. To cue you, lock icons appear in the field along with a tool tip when the icon is rolled over. In the case of clerical error only, a Recruit Administrator may override the lock.

Type a title code in the box. Or, type part of the name, for example, “Prof.” The system will provide a menu of title codes to select. There is no limit on the number of title codes. Click the ‘x’ to remove a title code.

Title codes:

✕ 3618: ASSOC LIBRARIAN-TEMP STATUS (Non-senate)
✕ 3622: ASST LIBRARIAN-TEMP STATUS (Non-senate)

Start typing a title code to add more title codes, or click the 'x' to remove a title code

 Title codes will be locked after the search plan is approved.

Hiring Type: This section is automatically filled in for you, based on the Title Code(s) chosen.

Specialties: All applicant pools must be compared against national availability averages. Specialties are used when generating the applicant pool reports, a core feature of Recruit.

Start typing a specialty into the box. The system will provide a menu of specialties to select. You may select up to 5 specialties. Click the ‘x’ to remove a specialty.

Specialties:

✕ Librarian: Librarian: All

Start typing a specialty, or click the 'x' to remove a specialty

If you can't find a specialty needed: Specialties with smaller availability numbers are purposely folded into larger ones so if you can't find what you're looking for, choose a more general category.

FYI: Data sources vary.

- o Specialties beginning with “Campus” will use data derived from the NSF Survey of Earned Doctorates (NORC).
- o Specialties beginning with “Health Sciences” will use data derived from the Association of American Medical Colleges (AAMC).
- o Specialties beginning with “Law” will use data derived from the Association of American Law Schools (AALS).

Contact Email & Department Mailing Address: Complete your contact name and email address. Verify your department mailing address (shown to applicants).

Recruitment Contact Email
Analysts, administrators, and the online search committee will use this address.

Contact Name:

Contact Email:

Department Mailing Address
The mailing address that applicants and references may use.

Address:

Finally, look over the information for accuracy and click the **Save & Done** button.

< Back **Save & Done**

Information [Edit](#)

Recruitment name: My Test Position

Department: International Programs-University Programs

Academic year: 2013 - 2014

Recruitment dates: July 7th, 2013 – January 7th, 2014 (January 21st, 2014)

Search breadth: Open search

Initial search allocation: Newly Allocated

Salary control number: 1234

Job information URL: https://staffing2.hr.uci.edu/CSS_External/CSSPage_BrowseJobs.ASP?r44b=no

Title Codes & Specialties [Edit](#)

Basic Recruitment Completed

The basic particulars are done but you will need to configure it further. If you're ready to input the required document and reference information, choose **Yes, Configure for Online Applicant Management** in the confirmation box. Or you can stop here and configure this at a later date.

 **Recruitment JPF00158 Successfully Created!**

This Recruitment is eligible for **Online Applicant Management**. If you're ready to input the required document and reference information, choose "Configure for Online Applicant Management" below. Otherwise, to return to the Recruitment list, choose "Done for Now".

You can configure this position at a later date by using the "Configure for Online Applicant Management" link on the Recruitment list.

Configure the Recruitment for Online Applications

It's time to define the required and optional documents and references.

Note: After an applicant has applied to this position, you cannot change reference requirements or required documents, but you may add optional documents if you need to collect additional data from applicants.

Documents

[Add](#) [Reorder](#)

Document	Optional Comment or Description	Type	Actions
Curriculum Vitae	Your most recently updated C.V.	Required	Edit Delete
Cover Letter		Required	Edit Delete
Statement of Research		Optional	Edit Delete
Statement of Teaching		Optional	Edit Delete
Statement addressing how past and/or potential contributions to diversity will advance UCT's Commitment to Inclusive			

References

Type: ☒ None - this recruitment does not require references
☐ Only contact information - only ask for reference email and address - letters will be requested by the department as needed
☒ Letters of recommendation - allow references to login and provide their letters when requested by the applicant

Number: to

*Show references to:
Restrict reference viewing to certain members of the search committee

Documents Requirements. Define the required or optional documents to be provided by the applicants. The applicants will see any description you decide to provide (204 characters limit).

Add: Define any additional documents, make them required or optional, and add a description.

Reorder: Adjust the order in which the requirements are listed for the applicants.

Edit: Change the name of a document, add a description, and switch it from required or optional.

Delete: Remove a document from the requirements.

IMPORTANT: After the first applicant has applied, changing the requirements is extremely restricted. It will only be possible to add optional documents.

Adding an Optional Document (after applicants have applied)

After your first applicant has applied, you can **only add optional** documents. The newly added document requirement cannot be edited/changed after being added.

1. Find the recruitment and go to the **Recruitment Details** screen.
2. Click the button, **Update Online Applicant Requirements**.

[Update Online Applicant Requirements](#)

3. Click the **Unlock** button

Documents

Locked (there are 10 applicants) [Unlock](#)

...and read the following warning:

Unlock to add an optional document

Please read and then check the box indicating you understand the following:

- It is strongly recommended that you notify applicants after adding new documentation requirements
- Be careful when adding new documents - changing requirements should not be done lightly

☒ I have read and understand the above and would like to add a new optional document

Cancel Unlock

4. Name the new document requirement and add a description. We strongly recommend that you send the email to applicants notifying applicants that a new document is needed. You may add custom text to the email template.

New Optional Document

These changes will be saved immediately after clicking "Add"

Document name
Book List

Optional description
This is a reading list you have used in your teaching.

Applicant email notification
You can view a [preview of the email](#) in the help documentation

☒ Yes, notify applicants
[Add custom text to email](#)

☐ No, don't notify

Final date for applicants to provide materials
Applicants have until 12/31/2013 to provide this document.

Cancel Add

5. Click the **Add** button. The new document appears in the requirements list.

References Requirements. You may choose to have your applicants provide self-solicited reference letters OR reference contact information with their application OR nothing at all. The reference requirements cannot be changed once the first applicant applies.

Type: Choose None, Only contact information, or Letters of recommendation.

Number: For contact information or letters, choose the minimum-to-maximum range required.

Search Committee Reference Viewing Rights: You may restrict who sees contact information or letters to certain search committee members: (1) All reviewers, (2) Only faculty members, (3) Only assistant, associate & full professors, (4) Only associate & full professors, or (5) Only full professors. This flexibility is important if departments wish to exclude any graduate students who may be serving on their search committee.

- Click the **Next** button and complete the information on the next page:

Help Email Address is the address where questions from applicants will be directed. This address is also used in the "From" line in a number of other correspondences between the department, applicants, and references. Refer to the text on the screen for those specific situations.

“Thank You” Email Sent to References is a fully customizable template that AP Recruit sends to references after their letters of recommendation are uploaded into the system. See *Appendix A for the default wording of this email sent to References*.

Help Email Address for Applicants

Email:

Questions from applicants go to this address

"From" Email Address

- This name and email address is used when UC Irvine AP Recruit sends an email to:
 - References, thanking them for their submitted letter
 - Applicants, when their application is manually created and/or activated
 - Applicants, to ask them to complete the diversity survey when the applicant is manually finalized

From (Name):

From (Email):

Reference "Thank You" Email

Subject:

Body:

- Look over the information for accuracy and then click the **Save & Done** button. A green, success box appears next, alerting you of what to do next.

[Back](#) [Save & Done](#)

Documents & References [Edit](#)

The documentation and reference requirements cannot be changed once your first applicant has applied

of documents: 2 Required, 4 Optional

Type of references: Letters of recommendation

of references: 1 to 3

Reference viewing rights: All reviewers

Email Settings [Edit](#)

Applicant help email: icastane@uci.edu

Reference "Thank You" To: Email address for the reference

email:

Subject: Thank you for your contribution for [Applicant name] for Calit2 Kookoo's at UCI

Hello,

Thank you for submitting a letter of recommendation. Your letter is now available on-line for viewing by the faculty search committee.

Success

Your plan is now ready to be reviewed or published. To manage this plan, you can:

- [View Recruitment Details](#) to review the recruitment settings, manage your search committee and run diversity reports after applicants have applied
- [Edit Basic Recruitment Information](#) to update the position name and dates
- [Update Online Application Requirements](#) to change the documentation settings for your applicant pool

Find and View Recruitments

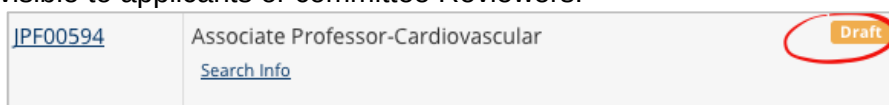
1. Click the **Recruitments** in the top menu bar. Analysts will always find their recruitments listed here.



Viewing Rights to the Recruitments

- Department analysts see all recruitments created under their department name.
- School analysts see all recruitments created in every department within their school.
- Committee Chairs and Editors see all recruitments they have been given access to.
- Committee Reviewers see all *published* recruitments they have been given access to.

A new recruitment remains in a **Draft** state until it is approved & published. Draft recruitments are not visible to applicants or committee Reviewers.



Tools to Find Recruitments

Use the toolbar at the top of the columns:



Change Columns. Add or reduce the information about the recruitments. Hint: Click directly on the column headers to sort the list.

Download as CSV. Recruit will create a comma-delimited file, "**recruitments-yyyymmdd.csv**" consisting of all the data within the columns on the page. Depending on your web browser, the file will: (1) open automatically in Excel, (2) go to a download directory on your computer, or (3) present a message asking you to either open or save the file.

Search. Zero in on the Recruitment you are looking for by typing in a search word and pressing return.

Recruitment Page Filters

Use the filter panel to fine-tune your list of recruitments:

Submission Dates	
☒ Pending	
☒ Open	
☒ Closed but not Final	
☒ Final and Closed	
Dates	
☐ Open Date	
☐ Close Date	
☐ Final Date	
Academic Year	
☒ 2013 - 2014	
☒ 2012 - 2013	
Recruitment Type	
☒ Online	
☒ Basic	
Hiring Type	
☒ Tenured / SOE	
☒ Other Academic Positions	
Other	
☐ Has Applicants	
☐ Show Inactive	
Filter Reset	

Submission Dates: Check which recruitments you want displayed. By default, you will see all, regardless of the submission date status.

Dates: This filter displays all recruitments based on their open, close, or final dates.

Academic Year: This filter shows all your recruitments by their academic year. By default, the two most recent academic years will be checked.

Recruitment Type: Do you want to display only recruitments that have been configured for online applicants or only basic recruitments? By default, both will be checked.

Hiring Type: Decide whether you display recruitments with Tenured title codes or those without. By default, both are checked.

Other: Filter for those recruitments with applicants vs. those without. Or filter for all Inactive recruitments.

Reset: Your recruitment filters stay the same on this page as you move throughout AP Recruit. Click Reset when necessary.

Working with the Search Plan

Find the recruitment and click either the "Search Info" link or the Job number.

Submission Dates	JP #	Name	Department	Submission Dates	Actions
☒ Pending					
☒ Open					
☒ Closed but not Final					
☒ Final and Closed					
Dates					
	JP#00594	Associate Professor-Cardiovascular	Draft Department DEF	Open	Make inactive
		Search info	Kim Gerrard	1/27/2014 - 6/28/2014	

Details

The details section summarizes the recruitment. Other analysts, committee chairs, editors, reviewers, and any approver named in the search *Plan* and/or search *Report* can view this section.

Associate Professor-Cardiovascular

Qualifications: PhD with two years of teaching experience and a strong commitment to undergraduat... [More](#)

JPF00594 • Department DEF / School of Hard Knocks

Search Info

Edit Basic Recruitment Update Online Applicant Requirements

Details
Diversity
Advertisements
Qualifications
Selection Process
Committee
Documentation
Disposition Reasons

Recruitment Plan Approval

Submitted on Jan 28, 2014

✓ 1 0 1 0

[View approval request](#)

General Information

Job #	JPF00594
Department	Department DEF
Title code	1200 - ASSOC PROF-AY
Type	Senate / Tenured / SOE
Salary control #	7890
Academic year	2013/14
Breadth	Open search
Initial allocation	Newly Allocated
Approved search area	Cardiac arrhythmias

Description

Qualifications: PhD with two years of teaching experience and a strong commitment to undergraduate teaching, graduate supervision, and administrative service.

Contact Information

Recruitment is not published

Cannot be published until approved

URL for applicants

This URL can be used to link directly to the listing for your recruit in job ads, postings, electronic mailings, and links on other websites

<https://recruit.ap.uci.edu:31002/apply/JPF00629>

Dates

Type	Open/Close/Final
Open date	1/27/2014 (Monday)
Close date	6/28/2014 (Saturday)
Recruitment period	152 days
Final date	7/15/2014 (Tuesday)

Document Requirements

Curriculum Vitae **Required**
Your most recently updated C.V.
Cover Letter
Statement of Research
Statement of Teaching
Misc / Additional

Reference Requirements

URL for Applicants: A unique URL for the recruitment is displayed in the status box at the top of the screen. It's used for job ads, postings, electronic mailings, and links on other websites.

The Status of the Plan: Dynamically changing status boxes appear at the top of the Details screen that help the analyst know what they need to do next. The prompt guides the analyst through the search plan approval process and all the way to the end of the search. The following show various states for a recruitment.

DRAFT	When this recruitment plan is ready, submit it for approval.
PENDING APPROVAL	Recruitment plan is under review. View approval request (0/2)
READY TO PUBLISH	All approvers have approved. Publish now
PENDING	Recruitment has not yet opened.
OPEN	Applicants can now apply. Review current applicants.
CLOSED	Applicants are making final edits. Review current applicants.
FINAL	Applicants can no longer make changes. Review applicants.
INACTIVE	This recruitment is inactive. Make active

Diversity

Committee chairs, editors, reviewers, and any approver named in the search *plan* can view this information. Committee Chairs and Editors can also edit the Equity Advisor role section. .

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Specialties and Benchmark Data [Search Plan](#) [Edit](#)

Specialty	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
Campus: Medical physics/Radiological Science	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Health Sciences: CLINICAL: Family Medicine	65.3%	34.7%	3.5%	4.7%	5.2%	0.0%	14.6%	85.4%

Affirmative Action Goal [Search Plan](#) [Edit](#)

- African American
- Women

Equity Advisor [Search Plan](#)

Douglas Haynes <notreal@ucl.edu>

Equity advisor role [Edit](#)

Approves search strategies and raises awareness of best practices. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore

The Diversity section includes:

- Specialties and Benchmark Data:** lists the recruitment's specialties and the corresponding national availability data that is provided via the UC Office of the President to AP Recruit.
- Pool Diversity:** This table enables search committees charged with ensuring a diverse applicant pool to better perform that task. **Note:** When there are fewer than five responses to the first two rows, the percentages are suppressed. Equity Advisors, Diversity Analysts, and Recruit Admins have access to personally-identifiable gender, race and ethnicity via their "See Candidates" link.
- Affirmative Action Goal:** Identify the affirmative action goal for the title series in the campus academic affirmative action plan by indicating which groups are underutilized on the campus for the specific job grouping. Click on the provided link. For more information about finding underutilization for the recruitment refer to the Senate or Non-Senate Search Guides.
- Equity Advisors:** The name(s) of the department and/or school Equity Advisor that has been designated by an AP Recruit administrator will appear here. If not designated, this area will be blank.
- Equity advisor role:** Use this field to write a description of the role the above stated equity advisor will play in this search. If the equity advisor will not serve on the committee please indicate which of the search committee members will act as the equity liaison.

Advertisements

This section is for all documentation related to advertising. Committee chairs, editors, reviewers, and approvers can view this section and analysts can edit the section. Chairs and editors can also edit the Search & Recruitment Effort fields and upload ad documents.

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Planned Search & Recruitment Efforts

Search Plan Edit

Make personal calls to encourage potential underrepresented candidates to apply to the position.

Approach and/or interview candidates at professional meetings or conferences and encourage them to submit an application.

Ad Documents

Search Plan Upload

File	Comment
Chronicle of Higher Education Edit Delete	Uploaded on Apr 11, 2014 10:03am by AP Department Analyst
Chronicle of Higher Education Website Edit Delete	(short copy for web ad) Last modified Apr 11, 2014 10:04am by AP Department Analyst

HERC Category

Search Plan Edit

Arts/Humanities

Ad Sources

Search Plan Add

- Chronicle of Higher Education

Ad Evidences

Search Report Upload

File	Ad Source	Comment
Ad ran Mar/Apr Edit Delete	Chronicle of Higher Education	Uploaded on Apr 11, 2014 9:31am by AP Department Analyst

Search Sources

#	Source
0	HERC - Higher Education Recruitment Consortium
0	Inside Higher Education Website

The Advertisement section includes:

1. **Planned Search and Recruitment Efforts:** As part of the Search Plan describe all planned efforts to reach a broad and inclusive applicant pool (Help caption is included in this field).

Note: Information is required to submit the Search Plan and the field becomes locked after approvals. Locking helps ensure that the efforts will not change based on what happens during a search. To cue you, lock icons appear in the field along with a tool tip when the icon is rolled over. For minor editing only, the lock may be overridden by a Recruit Administrator.

Planned Search & Recruitment Efforts

Make personal calls to encourage potential underrepresented candidates to apply to the position.
Approach and/or interview candidates at professional meetings or conferences and encourage them to submit an application.

Save changes
Cancel

Actual Search & Recruitment Efforts: Return to this field later to enumerate all efforts taken to reach a broad and inclusive applicant pool. This information is required to generate all of the recruitment's reports.

2. **Ad Documents:** Upload your ad drafts and final ad copy here. Files must be a PDF, TXT,

or an image. The comments field may be used in any way that may be helpful for your approvers.

Navigate to your file on your computer, optionally add a comment, and click **Upload file**.

The 'Upload Ad Documents' dialog box contains the following fields and controls:

- * File (must be a .pdf, .txt, or image):** A 'Choose File' button and a file name 'Advertisements-ad.pdf'.
- Name of Description of uploaded file:** A text input field containing 'Text of ad copy'.
- Comment:** A text area containing 'Draft #1. Please review.'
- Buttons: 'Upload file' and 'Cancel'.

3. **HERC Categories:** Select a HERC category to ensure the best visibility for your job posting in HERC (Higher Education Recruitment Consortium).
4. **Ad Sources:** Simply list the various places where your recruitment will be advertised. You do not need to list the sources centrally funded by OFEW.

The 'Ad source' dialog box contains the following fields and controls:

- Name:** A text input field containing 'Journal of English Literature'.
- Buttons: 'Cancel' and 'Add ad source'.

Ad Evidence: For OFCCP (Federal audits), copies of actual ads will be needed. This information should be included in the recruitment's *Search Report*. Return to this area when you can provide evidence that an advertisement was placed. Ad sources must be entered in order to upload evidence. Choose your ad source from the drop-down menu. Navigate to your file on your computer, optionally describe the file and add a comment if you want. Then click **Upload file**.

The 'Upload Evidence of Advertisement' dialog box contains the following fields and controls:

- * Ad source:** A drop-down menu.
- * File (must be a .pdf, .txt, or image):** A 'Choose File' button and a file name 'Advertisements-proof.pdf'.
- Name of Description of uploaded file:** A text input field containing 'Image of ad'.
- Comment:** A text area containing 'This was placed in Science Today in Fall, 2013.'
- Buttons: 'Upload file' and 'Cancel'.

5. **Search Sources:** This hard-coded list corresponds to the choices on the applicants' diversity surveys. As applicants submit their surveys, the number of responses displayed here will change dynamically, assisting you in your outreach efforts.

Qualifications

This section is an area for analysts to document the basic qualifications, additional, and preferred qualifications along with the selection process for the search plan. Committee chairs, editors, reviewers, and any approver named in the search *plan* can view this information; Chairs and Editors can also edit it.

Note: Information is required to submit the Search Plan and the field becomes locked after approvals. Locking helps ensure that the efforts will not change based on what happens during a search. To cue you, lock icons appear in the field along with a tool tip when the icon is rolled over. For minor editing only, the lock may be overridden by a Recruit Administrator.

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Basic qualifications [Search Plan](#) [Edit](#)

Must possess a PHD at the time of the application.

Additional qualifications [Search Plan](#) [Edit](#)

Must possess experience teaching courses at the undergraduate and graduate level.

Preferred qualifications [Search Plan](#) [Edit](#)

Qualified to conduct critiques, spécial topic seminars, and university-wide lecture courses on contemporary art.

Selection Process

This section is for analysts to document the job related criteria and the committee's plan for the selection of candidates. This information can often be found within the position's description. Committee chairs, editors, reviewers, and any approver named in the search *plan* can view this information; Chairs and editors can also edit it.

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Selection criteria [Search Plan](#) [Edit](#)

1. Research potential

2. Productivity

3. Working with underrepresented students

Selection plan [Search Plan](#) [Edit](#)

The committee will evaluate the candidate pool at set dates and conduct in-person meetings to screen those who should be seriously considered. Committee will reconvene to decide who will be invited for interviews.

After conferring with the chair of the committee, the department will schedule in-person interviews with potential candidates.

The Selection Process section includes:

1. **Selection criteria:** This area is to provide a detailed description of the selection criteria to be used in evaluating candidates.
2. **Selection plan:** Document in detail how the search committee will evaluate the applicants and select the shortlist and finalist (Phone interviews, in-person interviews, etc.)

Committee

Analysts assign committee roles on a recruitment-by-recruitment basis so when the members log into AP Recruit, they will have access to review the applications.

Committee permissions:

The designation between “Core” members and “Additional” members helps to satisfy annual reporting requirements for the Office of the President regarding applicant pools and search committee demographics. Identify the *core* committee as part of the Search plan.

- **Core Committee Chairs** can only see applicants who apply with a complete application. Like analysts, Chairs have complete management rights over the applicant’s files. Chairs also are able to make changes to many parts of the various fields in the recruitment’s setup sections.
- **Core Faculty Editors** have the same access rights as committee Chairs and are able to assist the analyst in managing the applications.
- **Core Reviewers** have read-only rights to *only* completed applications. However, Admins can use the Edit button to grant Reviewers disposition permissions, allowing reviewers to disposition completed applications.

Add’l Chairs, Add’l Editors, Add’l Reviewers are technically not part of the committee, but may be called in to help review the applications. They have the same access rights as their counterparts.

Setting up the Search Committee—Quick Add

The **Add** button is a quick way to add members one at a time. Click the **Add** button in the Core Committee part of the page.

1. Choose a role and then start entering the person’s first or last name, email address, or campus ID into the search box.
2. Click the Add Button after selecting a role and a finding a user.
3. The name will be added in the appropriate section.

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Add members Manage existing members

Core Committee Search Plan Add

Committee Chair Charlie Committee Chair <ap-no-reply@recruit.ap.uci.edu>
Change role Remove

Editors None Add one now

Reviewer Andy Committee Reviewer <ap-no-reply@recruit.ap.uci.edu>
Change role Remove

Additional Search Committee Members Search Plan Add

Add'l Chairs None Add one now

Add'l Editor Edna Committee Editor <ap-no-reply@recruit.ap.uci.edu>
Change role Remove

Add'l Reviewers None Add one now

Setting up the Search Committee – Adding members in bulk

1. To add members using an extended search click the **Add members** button. In this view, you can add faculty from entire Schools and Departments at once.

Add Members to Search Committee

To add people to the search committee:

- Add any employee by selecting their name, email address, or UCInetID.
- Add entire department (Full, Associate, and Assistant Professors) by selecting school and department.
- Add individual faculty by selecting school, department, and person.
- Students must be employees to be added to the search committee.

Search for a person: Search by name, email, or UCInetID Search

- or -

Search faculty by department: Select School Select Department Select Person Go

Save & Done Cancel

2. Designate each person's role in the committee using the drop-down selector. Click **Save & Done** when finished.

Search for a person: Search by name, email, or UCInetID Search

- or -

Search faculty by department: Claire Trevor School of the Arts Arts-Dance Select Person Go

Name	Title	Department	Role
Department: Arts-Dance			Only Full, Associate, and Assistant Professors
Charlie Committee Chair	Full Professor	Arts-Dance	Additional Reviewer
Edna Committee Editor	Associate Professor	Arts-Dance	Editor (Faculty)
Andy Committee Reviewer	Associate Professor	Arts-Dance	No access

Listed on AP-80a

- Chair
- Editor (Faculty)
- Reviewer
- Additional Members
- Additional Chair
- Additional Editor (Staff)
- ✓ Additional Reviewer
- No access

To edit, click “Change role” or “Remove” below the names OR click, **Manage existing members**.

Manage existing members

Documentation

Archive and retrieve various materials associated with the recruitment. Approvers who are named in the

search *plan and/or report* can view this information but cannot edit it. Chairs and editors can upload materials to these sections.

Accepted file types: Files must be PDF, TXT, or images.

The Documentation section includes:

1. **Search Plan Documents:** Store any miscellaneous documents associated with the search that needs to be reviewed as part of the Search Plan.
2. **Letters & Memos:** The documents you upload here will be part of the permanent record and included in the final search report, viewable by any approver named.
 - a. Click **Upload** and choose the file from your computer.
 - b. Enter the name of the letter/memo.
 - c. Add a comment if needed.
 - d. Optionally associate the letter/memo with an applicant.
 - e. Click **Upload File**.

3. **Interview Materials:** Include materials such as: interview questions, committee notes from interviews, interview schedules for on-campus visits, notes about meetings, etc. The documents you upload here will be part of the permanent record and included in the final search report, viewable by any approver named.
 - a. Click **Upload** and choose the file from your computer.

- b. Give the item a name.
- c. Add a comment if needed.
- d. Optionally associate the item with an applicant's name using the drop-down selector.
- e. Click **Upload File**.

Upload Interview Material

* File (must be a .pdf, .txt, or image):

Choose File Documents-I...estions.pdf

Name of file:

Research paper questions-Dr. Burke

Comment:

These are specific questions related to Dr. Burke's research paper

Associate file to an applicant (optional):

Burke, Winston x

Upload file Cancel

Disposition Reasons

The Disposition Reasons section includes:

Applicant Disposition Status Panel

Use this panel to see which applicants need disposition reasons before running a Search Report. Click on one of the links to be taken directly to the disposition reasons assignment page for those applicants who are missing reasons (or a comment). If you have complete applicants who have yet to be marked as Meets or Doesn't Meet Basic Qualifications, there is a link for that as well. Any committee member and approver named in the search *plan* have read (not write) access to this section.

Applicant Disposition Status SEARCH REPORT		
Disposition reasons (or comments) must be assigned for all complete, on-time applicants who have not withdrawn.		
Application period	Review date	Disposition status
Jul 2, 2015 – Sep 1, 2015	Sep 1, 2015	14 applicants are missing disposition reasons Hide details ▲
Meets basic qualifications		12 applicants are missing reasons
Does not meet basic qualifications		1 applicant is missing reasons
Unknown qualifications		1 applicant must be marked as Meets or Does not Meet basic qualifications
Jun 1, 2015 – Jul 1, 2015	Jul 1, 2015	There are no applicants in this review window Hide details ▲
Meets basic qualifications		There are currently no applicants who require disposition reasons
Does not meet basic qualifications		There are currently no applicants who require disposition reasons

Disposition Reasons List

This section displays the system's default reasons used to assign to applicants and the ability to customize them. Disposition reasons justify why applicants didn't move forward in the hiring process and is an important component of the final *Search Report*. Any committee member and approver named in the search *plan* have read (not write) access to this section.

Customize disposition reasons: Analyst may customize the lists per recruitment if the default reasons do not meet their needs. After the first applicant applies, only the AP Recruit administrator may customize the lists.

1. Click the button, **Add custom disposition reasons**.

Add custom disposition reasons

2. The custom reasons dialog box opens. Click “Add custom reason.”
3. Type a customized disposition reason and click the “Add” button beside it.
4. Add up to five custom reasons.
5. Save Changes.
6. The custom reason appears at the top of the list of disposition reasons.
7. To edit, click “Manage custom reasons.”

[Manage custom reasons](#)

Suppress disposition reasons: Analysts may suppress any of the reasons to trim the list if needed. After the first applicant applies, only the AP Recruit administrator may suppress reasons.

1. Click “Manage suppressed reasons.”

[Manage suppressed reasons](#)

2. Uncheck a reason to suppress.
3. Save Changes.
4. To edit the disposition reasons click “Manage suppressed reasons.”

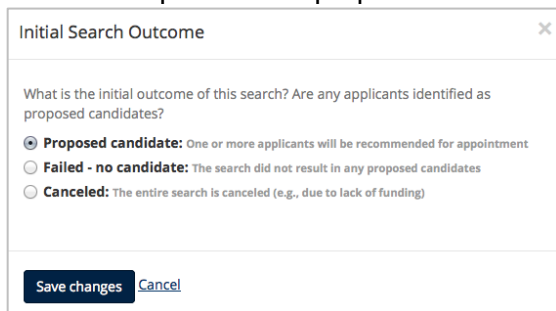
Search Outcome

This section allows analysts to specify the initial search outcome — whether the search was successful at identifying any candidates— so that information can be included as part of the search report, viewable by any approver named.

1. Click “Select the initial outcome of this search.”

Select the initial outcome of this search

2. Make a selection. If “Proposed candidate” is selected, Recruit will alert you if no candidates have been updated to a proposed status.



Initial Search Outcome

What is the initial outcome of this search? Are any applicants identified as proposed candidates?

☒ **Proposed candidate:** One or more applicants will be recommended for appointment
☐ **Failed - no candidate:** The search did not result in any proposed candidates
☐ **Canceled:** The entire search is canceled (e.g., due to lack of funding)

Save changes Cancel

Alert: There are currently no applicants with a status of "Proposed Candidate". Before creating the search report, be sure and update all applicant statuses to show which applicants are proposed candidates. [Manage applicants now](#)

Search Plan Approvals

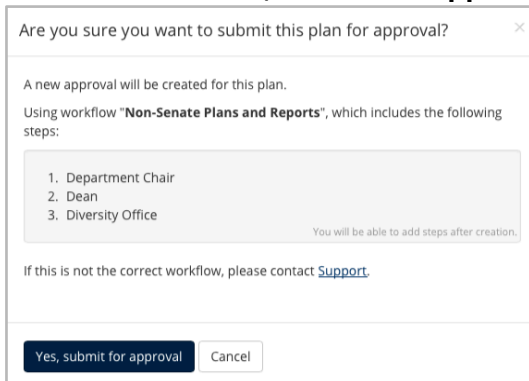
After all necessary information based on the department's search business practices is provided, the analyst submits the search plan for approval(s).

Submit the Plan for Approvals

1. Return to the recruitment's **Details** section and click the link, **Submit it for approval**.

DRAFT When this recruitment plan is ready, [submit it for approval](#).

2. The system *should* assign approval workflows containing lists of steps. If you think this is not the correct workflow, stop here and report this using the contact Support link.
3. Otherwise, click **Yes, submit for approval**.



Are you sure you want to submit this plan for approval?

A new approval will be created for this plan.

Using workflow "**Non-Senate Plans and Reports**", which includes the following steps:

1. Department Chair
2. Dean
3. Diversity Office

You will be able to add steps after creation.

If this is not the correct workflow, please contact [Support](#).

Yes, submit for approval Cancel

4. The Plan **Approval Request** screen opens:

Approval Request

Approval requested for a Plan for Colossus Lecturer of Able (JP00535)

[Download plan](#)
[Leave a comment](#)
[Notify Approvers](#)

▼ Approvers – 0/3 required have approved

Step	Person
➔ Department Chair Required	Specify person
Dean Required	Specify person
Diversity Office Required	Gwendolyn Kuhns Black <gwen.black@uci.edu> recruit Proxy Add alternate approver

[Add step](#)
[Reorder steps](#)

> Comments – 0

[Done](#)
Submitted for approval 7/31/2014 by Kim Gerrard

Specify person. Each step *must* have at least one specified person. In some cases, the system automatically assigns the person. For those steps not assigned:

1. Click the link, “Specify person.”

[Specify person](#)

2. Enter the person’s email address or name into the box.
3. Click **Add**.

Remove specified person. (ex: “I typed the wrong user name here; let me fix that.”) To remove a name you have specified:

1. Click the “Remove” link beside the person’s name.
2. **Note:** Analysts cannot remove those users that were automatically assigned by the system.

Assign alternates (ex: “I know he’s on sabbatical; let me fill in the interim chair.”) If you name an alternate approver, only one person needs to approve. In other words, both “signatures” are not necessary.

1. Click the link, “Add alternate approver.”

[Add alternate approver](#)

2. Enter the person’s email address or CalNetID into the box.
3. Click **Add**.

Do not add alternate approvers for central campus roles.

Augment steps with additional steps (ex: “we also need the Principal Investigator’s vote”).

1. Click the link “Add step.”

[Add step](#)

2. Choose a role from the list and place into position within the workflow:

3. Once added, don't forget to specify a person for the new step!



Reorder Steps. (ex: “let’s not bother the Dean until the Principal Investigator says yes”).

1. Click the link, “Reorder steps.”



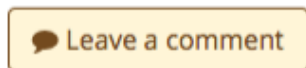
2. Place your cursor over the icons and drag the step into place.
3. Click “Save changes.”

*** Do not reorder steps unless you have added a step and need to place it in the correct order. **Never reorder central campus steps.*****

Download Plan. Take a look at the PDF of the plan. This is what your approvers will be reviewing.



Comments. Attach a comment, question, etc. to be logged for the electronic record.



Automatic Approver Emails. Automatic email notifications are sent to approvers and cc'd to analysts submitting the plan. The notifications include a direct link to the approval screen where approvers may download the plan, comment, and approve. See Appendix A, “How Approvers Use Recruit” and Appendix B, “Notifications Sent to Approvers.” Here are other details about how the approval emails work:

- Approvers who are next in line in the workflow receive an email (the arrow points out the step). A copy is also sent to the analyst who submitted the approval.
- If a step is approved before it is the current step, the email is suppressed.
- If there are multiple people listed in a step (alternates), all receive the email simultaneously.
- AP Recruit doesn't nag! Approvers are never emailed twice for the same request. It remains up to the analyst to monitor approvals in progress and check for comments left by approvers.

Notify Approvers. Approvers are automatically notified when it is their turn to approve but you may prod the approver who's taking too long, warn the pending approvers about what's coming their way, or highlight a change that previous approvers might need to know about.

1. Click the “Notify Approvers” button.



2. Type the message and choose whom to send it to.

Notify Approvers

×

Your message will be sent via email to the specified approvers, and saved as a comment. Remember that approvers are automatically notified when it is their turn to approve.

Message

Email text (a link is included automatically)

Send to

☐ **All approvers** those who have approved, plus those people who have not yet approved.

☐ **Previous approvers** those who have already approved.

☐ **Current approver** those who are next in line to approve.

☐ **Pending approvers** those who have not yet approved, including the current approver.

Send Email

[Cancel](#)

3. Click "Send Email."

Monitor Approvals in Progress

Use the top menu **Approvals** tab to monitor approvals in progress:

Home Recruitments **Approvals** Applications Help Hello, AP Department Analyst 3 - Remove Proxy | Logout

Home - Approvals

New approvals dashboard for all analysts.

Approvals

Change Columns (option to change what you see here)

Q- Name, #, Department, etc Search

All Requests

Type

- ☒ Search Plan
- ☒ Applicant Pool Report
- ☒ Shortlist Report
- ☒ Search Report

Status

- ☒ Pending
- ☒ Approved

Filter Reset

Type	Name	Approvers	Requested On	Last Approved On	Last Approved
Search Plan	Testing a Basic - Row 14 (JPF00547) Approval details (1/1) Search Info	✓ Chair	Jan 15, 2014 3:08pm Marian Nedelchev	Jan 15, 2014 3:08pm Marian Nedelchev	6 months ago
Search Plan	Basic Recruitment - nothing fancy - Row 11 (JPF00514) Approval details (1/1) Search Info	✓ Chair	Jan 15, 2014 4:32pm Marian Nedelchev	Jan 15, 2014 4:43pm Marian Nedelchev	6 months ago
Applicant Pool Report	Switcheroo Recruitment Two (JPF00568) Approval details (1/2) Search Info	✓ Chair → Dean	Jan 17, 2014 11:20am Kim Gerrard	Mar 27, 2014 2:27pm Charlie Committee Chair	3 months ago
Search Plan	OCF Recruitment Test Emails (JPF00588) Approval details (1/1) Search Info	✓ Chair	Jan 17, 2014 4:37pm Marian Nedelchev	Jan 17, 2014 4:37pm Marian Nedelchev	6 months ago
Search Plan	Assistant Professor of Psychology (JPF00591)	✓ Equity Advisor	Jan 24, 2014	Jan 24, 2014	5 months ago

(Get to the details here)

(see who's approved and who hasn't in this column)

Home Recruitments **Approvals** Applications Help

Approvals

Change Columns Change what you see on this screen.

Q- Name, #, Department, etc

To Do Click this tab for up-and-coming approvals.

All Requests

Type

- ☒ Search Plan
- ☐ Applicant Pool Report
- ☒ Shortlist Report
- ☐ Search Report

Status

- ☒ Pending
- ☒ Approved

Filter by type or status here.

Filter Reset

Type	Name	Approvers
Search Plan	Cardiovascular Professor Extraordinaire (JPF00667) Approval details (3/3) Search Info	✓ Dean's A ✓ Universit ✓ Budget C
Search Plan	Le Markstein Ski (JPF00668) Approval details (3/5) Search Info	✓ Dean's A ✓ Universit ✓ Budget C Optional Advisor → Committe
Shortlist Report	Facilis Reprehenderit Quibusdam Recruitment (JPF00160) Approval details (0/3) Search Info	→ Equity Ac Diversity Central A

Get to the details here.

See who is next in line to approve.

Publish the Recruitment

Publish a recruitment to make it available to applicants to apply and to the search committee to review.

- When a plan is completely approved, a **Publish** link appears in the Details screen status box.

READY TO PUBLISH All approvers have approved. [Publish now](#)

- Confirm that you would like to publish the recruitment.

Really publish? × This will convert this plan into a recruitment. • The search committee will see the recruitment immediately • Applicants can apply to the recruitment immediately, as it opened on Jul 28, 2014 Cancel Yes, publish	Don't forget to publish. Unpublished recruitments mean that the recruitment will languish and you won't receive any applicants!
--	---

To Unpublish a Recruitment

This flexibility built into Recruit allows an analyst to pull the recruitment back to a plan. Unpublishing does not remove any approvals so if changes are made, analysts may need to solicit re-approval off-line. An Unpublish link appears at the top of the Details page and is available up until the first applicant applies.



Once published, follow the unique URL shown in the Details section to verify that the recruitment is now "live."

Once published, the committee will see the recruitment when they log into AP Recruit.

Editing the Recruitment

Editing an Approved Plan

The flexibility of Recruit allows editing of any area of the plan, even after approvals — and the PDF will be updated accordingly. But be advised, once a role has approved the plan, there is no re-approving it *for that role*. In other words, if your Dean has approved the plan and then you make a change, Recruit does not provide a way for you to resubmit the plan for approval to the Dean a second time.

If you wish to change the search plan or ad after approvals, please contact OFEW.

Editing a Published Recruitment

Once published, the final PDF of the approved plan is available for download. This is a snapshot in time; a historical record of what was approved. If you make changes to the recruitment of any kind after it is published, the change will not be reflected in the PDF. Your own department's business practices should dictate when it is prudent and necessary to edit information that has already been approved and/or published, just as you would in a paper process.

Use the inline edit buttons on the **Details** page to edit information related to the recruitment.

General Information	Edit
---------------------	------

Edit the position name, department, salary control #, proposed salary, etc.

Contact Information	Edit
---------------------	------

Customize how various parties can inquire about the recruitment.

Description	Edit
-------------	------

DO NOT EDIT THIS FIELD!!!! THIS IS THE APPROVED ADVERTISEMENT DISPLAYING ON AP RECRUIT FOR POTENTIAL APPLICANTS.

Dates	Edit
-------	------

Do not edit the open, close, final dates, or change submission date type without approval by OFEW.

Document Requirements	FIRST APPLICANT	Edit
-----------------------	-----------------	------

Requirements are fully editable until applicants appear in system.

Reference Requirements	FIRST APPLICANT	Edit
------------------------	-----------------	------

Requirements are fully editable until applicants appear in system.

Internal Analyst Notes	Edit
------------------------	------

Add and edit any special notes.

Special Editing

Additional Review Dates

Your initial review date has passed and you need to add another review date. On the Details page, click the inline Edit button beside **Dates**.

Dates	Edit
-------	------

Click the link, “Add new review date.” If this link doesn’t show, then the previous review date has not passed and you will have to wait to specify additional review dates.

Edit Dates	
Open date:	
October 13th, 2014	
Initial review date:	
November 30th, 2014	
Public – shown to applicants Private – hidden from applicants	
➤ Add new review date	
Final date:	
Dec 31, 2015	
The recruitment will no longer be available to applicants after this date	

Type in a new review date in the box provided. By default, the new date is “Public”, meaning you want all applicants to be aware of the review date when they apply.

Sample Scenario: In the example shown to the right, the new review date (April 17, 2015) acts as the last modification date for a new group of applicants and Recruit will send reminders to them to finish up a few days prior. If they complete their application after their review date, their application dashboard will display the fact that they may not be reviewed or considered for the position.

Editing Department Names: Cross-listing Recruitments

Sometimes academic positions are shared between departments —or even between schools. When you cross-list a recruitment it appears to applicants beneath the name of each department (or school) on the Apply page. When a candidate is chosen, Recruit's offer proposal form lists each department (or school) for the analyst to indicate the allotment of salaried time.

1. To cross-list a recruitment, return to the Details section of the recruitment.
2. Click the inline Edit button beside General Information.

3. The General Information modal editor opens. Click the link, “Add cross-listed unit.”

4. Place your cursor in the box and select from the drop-down list of department or school names.
5. Click Save Changes.
6. The Details screen lists the Home and the cross-listed units.

Editing Documents Requirements (after applicants have applied)

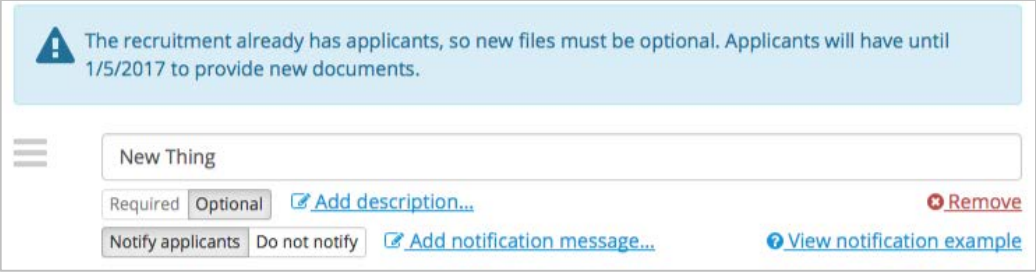
After your first applicant has applied, you can **only add optional** documents. Adding an optional document should not be done lightly, as it affects all current applicants, complete or incomplete. It is highly recommended that you use Recruit's built-in email notification to alert existing applicants about the change.

1. Return to the **Details** section of the recruitment.
2. Click the inline Edit button beside **Document Requirements**. If a lock icon appears next to “First Applicant”, this indicates that there are already applicants. Editing requirements will be restricted to adding only optional documents.

3. Scroll to the bottom of the edit form and click “Add another optional document.”

[➕ Add another optional document](#)

4. An alert reminds you that there are applicants. Name the new, optional document and expand the link to add a description.



The recruitment already has applicants, so new files must be optional. Applicants will have until 1/5/2017 to provide new documents.

New Thing

Required Optional [Add description...](#) [Remove](#)

Notify applicants Do not notify [Add notification message...](#) [View notification example](#)

5. Click “Add notification message.” To see a sample of the notification, visit the Help Docs by clicking the link, “View notification example.”
6. Compose your message in the box provided and click the button, “Notify applicants.”
7. Click “Save Changes.”

Save changes

8. The newly added optional document cannot be edited/changed after being added.
9. Verify the new, optional document appears in the list of requirements on the **Details** page.

If a notification email was sent, the applicant’s log will document this with a timestamp: “Email sent: UC Recruit Optional Document Requested.”

Part 2: Applicant Pools and Individual Applicants

The Search Plan has been approved, published and applicants have begun applying. Locate the applicant pool from the **Recruitments** page.



Locate the link beneath the name of the recruitment.



Note: For analysts, editors and chairs the number in parenthesis is the total number of people who have *applied*. For reviewers, the number represents *completed* applications.

Tools to Use with the Applicant Lists

Column Sorting. Click directly on most column headers to sort the applicant list.

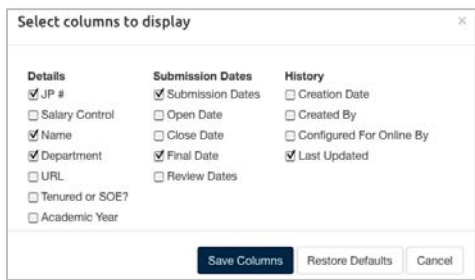
Search Box. Zero in on the applicant you are looking for by typing in a search word and pressing return.

Change Columns. Add or reduce the information about the applicants.

- Click the button at the top of the list of names, “Change Columns”.



- Check the boxes to determine what to display on your screen. Then **Save Columns**.
- Click the button, **Save Columns**:



Download Applicant Data: This is a useful tool to create lists of applicant names, addresses, and other column criteria to take to a meeting or use for mail merges.

AP Recruit will build a comma-delimited file consisting of the applicant/applications list and the data fields that have been pre-selected from the column options.

1. Click the button, **Download This Data** for all column data displayed.
2. Or for a simpler list, click **Download Names & Addresses**.
3. Depending on the web browser —
 - the file will download to the usual download area on the user's computer OR
 - the file will open automatically in Excel OR
 - the browser will present a message asking the user to either OPEN or SAVE it.

The Filter Panel: Use the advanced filter panel to fine-tune your list of applicants.

1. Use “Reset” when you want to restore the applicant list to the default state.
2. If you click away from this screen, your filters will persist.
3. Committee reviewers do not have the **Hidden** filter.

Show: Set a filter to show applications that have been hidden from the committee.

- Check the box and click the Filter button at the bottom of the panel.

Status: This filter allows you to pick and choose which applicants to display based on the applicants' various statuses.

- Make your selection
- Click the Filter button at the bottom of the panel.

Review Window Slider Mechanism (available only for IRD recruitments):

Adjust the sliders if you want to see only those applicants who applied by a certain review date. If you want to see everyone, move the two thumbs as far apart as you can – as illustrated here. Think of it like opening the window to see the widest possible view. Remember, Committee Chairs, Editors, and Reviewers see only completed applicants.

Dates:

- Choose: Last Updated, Applied On, or Completed Date.
- Choose a date range: On or before, On or after, On, or Between.
- Choose a date.
- Click the Filter button at the bottom of the panel.
- Adjust the columns to see the results of the date filters.

NOTE: The following actions will trigger the time/date stamp change in the “Last Updated column”:

1. Any change made to the documents provided.
2. Any change made to the references (removal, contact info changed, etc).
3. When a reference letter has been uploaded into the system.
4. Any change made to an applicant's personal information.
5. If you manually complete the applicant (and if you revert back again).

Filtering the list of applicants.

Mark as Read: This is a way for you to check off applicants that have been reviewed. The feature is available to all users with applicant viewing rights but the checkmarks are private and not viewable by one another.

1. Locate the applicant or applicants in the list and put a check in the empty box.
2. Then click the "Read" button in the row at the top of the list of names.

3. A green indicator will appear in the applicant's row.

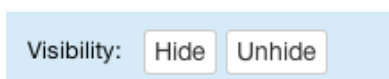


1. If an application is updated since you marked it as read, an alert icon will cue you.



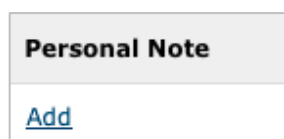
Hide / Unhide an applicant: Only Analysts, Chairs and Editors have this tool. Recruit never deletes an application but “Hide” comes close. This may be useful if an applicant has applied to the wrong position or applied twice. Use this tool with caution! When you hide an application, it’s hidden from everyone else too.

1. Locate the applicant in the list and put a check in the empty box beside the name.
2. Then click the "Hide" button in the row at the top of the list of names.
3. Committee reviewers will no longer see this applicant.



Add Personal Note: This is a way to jot yourself a note about an applicant. The feature is available to all users who can view the applicants. Notes should be limited to those that are job-related, as they become part of the electronic record.

1. Click the link, "Add" in the Personal Note column beside the applicant's name.



2. Type a note up to 255 characters.
3. Click "Save".
4. To view your longer notes, click on the ellipses.
5. Click the *Edit* link to edit your note or remove it.

Manage the applicant/application: Only analysts, chairs, and editors have the manage link below the name of each applicant. Managing applicants/applications is covered in another part of this manual.



Check the Applicant's Log: Check the time-stamps of all the actions that have taken place on/within an applicant's application.

- Click the “Log” link below an applicant’s name.
- Read the log and close it when you are finished.



Download the applicant's documents: Obtain a PDF bundle of all an applicant's documents with one click. Click the "Download" link found beneath their name.



Progress dots: Roll over the color-coded dots beneath an applicant's name for quick visual of what requisites are done and what is still needed in order to be a complete application. When a requisite is fulfilled, the corresponding dots fill in solidly.



A Cue to Know When an Applicant is not visible to the Reviewers: Roll over this icon to quickly determine why that applicant is not being shown to the search committee.



Email the Applicants

Use a template to compose a single message to send to one or more applicants. Only Analysts, Chairs and Editors have this tool.

1. First, put a check in the empty box beside all of the name(s) of applicants you wish to contact. A check in the top header box will select all names.
2. Then click "Send Bulk Email" in the row at the top of the list of names.

Send Bulk Email

3. A template opens:

4. The "From" line defaults to the logged-in user (the Analyst, Chair or Editor). If this line is edited, then the actual message received by the applicant will appear to come from that person.
5. To personalize the template, you may insert variables into the subject line or message body, for example: {ApplicantName}, {Username}, {ApplicantCompletedDate}, {RecruitmentName}, etc.
6. Click "Preview Email".

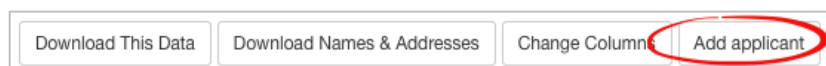
Click “Send Email” when ready. This action is immediately noted in the applicant’s log. A second log item notes when the message leaves the queue and is handed off to the campus email server.

7. In the rare case when an applicant’s email address is wrong, this will **not** be noted in the applicant’s log. The campus email server should be configured to deliver “failed” messages to the sender (analyst, chair, or editor) so they can correct the email address and attempt to contact the applicant once more.

Manually Add an Applicant

Occasionally Analysts may need to create an application on behalf of someone. For example, this may be useful for high-level searches, such as those for Deans.

1. Locate the recruitment’s list of applicants.
2. Click the button, **Add applicant** located on the horizontal bar at the top of the list.



3. Fill in the form: Applicant’s contact information, degree information, current employment, etc.

Fill out the applicant’s information.

4. **Optional:** At the bottom of the form, check the box to send a notification to the applicant that an application has been established on their behalf. See *Appendix A, “When an Analyst Adds the Application-Notification #1”*.

5. Finally, click the button, **Add & Manage Now**.

Granting Access to the Applicant. This important action sends another email to the applicant that

grants the applicant access with login and Diversity Survey instructions. See *Appendix b, "When an Analyst Adds the Application-Notification #2 Granting Access."*

1. At the top of the applicant's screen, click the link, **Activate now**.

Notice: Applicant cannot access this application until it is activated – [Activate now](#)

2. Look over the applicant's information and click the button, **Activate applicant access**.

Manage Account Information
Applicant Information Applicant: Paper Joe Mail In Recruitment: Assistant Professor of Dream Job
ApplicantID Information Notified that No application was added: Added on: Nov 03, 2011 at 5:55pm Received on: Nov 03, 2011 Activated: No Activating access will send the applicant an email with instructions on how to log in and manage their application. The email will be sent to paperjoe@somewhere.edu Activate applicant access

Notifying the applicant that an application has been submitted on their behalf sends the login information and Survey instructions.

3. Before the email is sent, verify the email address for the applicant is correct.

Activate applicant access
Send an email to Manually Added at another@bla.bla An incorrect email address could allow somebody else to access this person's application To the best of my knowledge, the email address another@bla.bla belongs to Manually Added Information is correct – Activate access Cancel

Basic Qualifications

The first order of business is for the analyst to differentiate applicants who meet the basic qualifications from those who don't. Search committees should only review individuals who are officially applicants because they met the basic qualifications (and are located in the "Qualified" tab). This is also needed in order to produce an accurate Diversity Report that meets the requirements of the U.S. Department of Labor/ Office of Federal Contractor Compliance Programs (OFCCP).

IMPORTANT! Always use *objective, non-comparative, relevant, and verifiable criteria*.

Entire Pool view: The entire pool tab, color-coded blue, lists all applicants. (Committee chairs and reviewers will see only completed applicants).

You may mark applicants from the Entire Pool view. Say, for example a PhD is a basic qualification. Look in the Highest Degree column, then...

1. Find a completed applicant (only completed applicants' qualifications can be judged).
2. Put a check in the empty box in the applicant's row.
3. You may select multiple names and click the master checkbox at the top of the row.

4. Click **Meets**, **Unknown** or **Does Not Meet** to move the applicant to the appropriate category.

Basic Qualifications:

The *Entire Pool* view respects any filters the user has set. If you see unexpected results, then take a look at your filters and clear them if necessary. At the bottom of the list, you'll be reminded about any filters you may have set and you can clear them with the button, **Remove all Filters**.

Qualified

Unknown

Unqualified

Entire Pool

Show

☐ Hidden (0)

Status

☒ Not complete

Read:

Read

Unread

Visibility:

Hide

Unhide

Basic Qualifications:

Meets

Unknown

Does Not Meet

Send Bulk Email

☐	Personal Note	Applicant	Highest Degree	Current Position	Status
☐	Add	Johns, Wilbert ○ ○ ○ Manage Log Download	et esse Eius Ut Institute 2012-10-02 03:29:52	Alias College Ea Nemo	Not complete by applicant
☐	Add	Grimes, Heber ○ ○ ○ Manage Log Download	PhD Enim School 2012-10-02 03:29:52	Enim College Qula Ut	Complete by Kim Gerrard May 13, 2015 4:49pm
☐	Add	Burke, Winston ● ○ ○ Manage Log Download	PhD Sit School 2012-10-02 03:29:52	University of Connecticut Corporis Debitis	Complete by applicant

applicants will be found on the Blue tab.

Unknown applicants view: As soon an applicant applies, AP Recruit places them in the **Unknown** category, color-coded **Orange**. The *Unknown* view respects any filters the user has set. If you see unexpected results, then take a look at your filters and clear them if necessary. At the bottom of the list, you'll be reminded about any filters you may have set and you can clear them with the button, **Remove all Filters**.

Qualified

Unknown

Unqualified

Entire Pool

Show

Hidden (0)

Read:

Read

Unread

Visibility:

Hide

Unhide

Basic Qualifications:

Meets

Does Not Meet

Send Bulk Email

☐	Personal Note	Applicant	Highest Degree	Current Position	Status	Last Updated
☐	Add	Grimes, Heber Manage Log Download	PhD Enim School 2012-10-02 03:29:52	Enim College Quia Ut	Complete by Kim Gerrard May 13, 2015 4:49pm	May 13, 2015
☐	Add	Burke, Winston Manage Log Download	PhD Sit School 2012-10-02 03:29:52	University of Connecticut Corporis Debitis	Complete by applicant	May 13, 2015

Applicants who have not yet been marked appear on the Orange tab.

To mark applicants as Qualified or Unqualified from the Unknown view:

1. Find a completed applicant (only completed applicants' qualifications can be judged).
2. Put a check in the empty box in the applicant's row.
3. You may select multiple names and click the master checkbox at the top of the row.

Click the button at the top of the list of names **Meets** or **Does Not Meet** to move the applicant to the appropriate category.

Basic Qualifications:

Qualified applicants view: Applicants found in the Qualified/**Green** category are those who have been marked as meeting the basic qualifications. These applicants' diversity data will be used in the diversity analysis reports produced later.

Qualified							
Read: Read Unread		Visibility: Hide Unhide		Basic Qualifications: Unknown Does Not Meet Send Bulk Email		Disposition Reasons: Assign Reasons	
☐	Personal Note	Applicant		Highest Degree	Current Position	Status	Last U
☐	Add	Thompson, Margaret		voluptas velit Maiores Research Division 2012-10-02 03:29:52	Perferendis School Est Ullam	Complete by applicant	Oct 28,
☐	Add	Simonis, Fay		sunt nam Nesciunt Institute 2012-10-02 03:29:52	Voluptatem Molestiae College Deleniti Cum	Complete by applicant	Oct 28,
☐	Add	Predovic, Sammie		vitae eligendi Est School 2012-10-02 03:29:52	Omnis Research Division Odit Voluptatem	Complete by applicant	Oct 28,

Applicants marked "Meets" appear on the Green tab.

To move an applicant back to Unknown or to mark them as Unqualified:

1. Put a check in the empty box in the applicant's row.
2. Click "Unknown" or "Does Not Meet."

Basic Qualifications:

Note: You can revert a *Qualified* applicant back to *Unknown* if you discover required documents have been deleted from the application. If the required document is re-uploaded, the applicant will automatically move back to "Qualified."

Unqualified applicants view: The Unqualified/Grey category contains applicants who have been marked as "Does not meet basic qualifications."

Qualified							
Read: Read Unread		Visibility: Hide Unhide		Basic Qualifications: Meets Unknown Send Bulk Email		Disposition Reasons: Assign Reasons	
☐	Personal Note	Applicant		Highest Degree	Current Position	Status	Last Upda
☐	Add	Stark, Jane		a Incidunt Odio School 2012-10-02 03:29:52	Officiis Dicta School Libero Quas	Withdrawn by Kim Gerrard Oct 2, 2013 9:34am	Oct 2, 2013

Applicants marked "Does Not Meet" appear on the grey tab.

To move an applicant back to Unknown or to mark them as Qualified:

1. Put a check in the empty box in the applicant's row.
2. Click **Meets** or **Unknown**.

Basic Qualifications:

What does the search committee see? Reviewers will have the same color-coded categories. They will see all applicants who are completed and categorized accordingly. However, reviewers will **not** have the ability to mark the applicants as Meets/Does Not Meet or move them to a different category.

Disposition Reasons

Disposition reasons are an important component of the final Search Report and reasons must be assigned to ALL applicants, both qualified and unqualified. Work with your search committee to help with disposition reasons.

To assign disposition reasons for **Qualified** applicants, click the tab marked Qualified. This displays all applicants that have been marked as "Meets basic qualifications." If no names appear, please return to

the help section, [Meets Basic Qualifications](#) and read the documentation for marking the qualified applicants.

To assign disposition reasons for **Unqualified** applicants, click the tab marked Unqualified. Disposition reasons for unqualified applicants will justify why those applicants did not meet the basic qualification and therefore, were not considered as applicants for the position.

Put a check in the boxes beside the applicant names that you want to mark disposition reasons for. Click the button "Assign Reasons" which appears at the top of both of these pools in the corresponding colored band.



The assignment screen opens with your selection of names in a list.

Select Reason One-By-One: Place your cursor in the applicant's adjacent box and select a reason from a choice list. Multiple reasons are permitted. Use the comment field if needed. Reasons and comments are saved automatically. Click "Done" to return to the respective applicant pool.

 A screenshot of the "Assign Disposition Reasons" interface. At the top, it says "Applicants marked as Meets basic qualifications" and "1 applicant selected out of 3 applicants available". Below this is a table with columns: Applicant, Status, Disposition Reason(s), and Comment. The first row shows "Roberts, Isaac" with status "Complete" and a dropdown menu open showing "Job talk showed some deficiencies". The second row shows "Treutzel, Eleazar" with status "Complete" and a dropdown menu showing "Type the disposition reason to get started".

Select Reason in Bulk: For large pools, it may be faster to mark reasons (or comments) for multiple applicants at once. To do this, click this button at the top of the assignment screen:

Edit disposition reasons for selected applicants ▾

Check the reason(s) from the selection list and click **Apply**. This time reasons will be applied to all applicants in your list at once. You may still edit individual applicant's reasons one-by-one.

 A screenshot of the "Assign Disposition Reasons" interface. At the top, it says "Applicants marked as Meets basic qualifications" and "4 applicants selected out of 101 applicants available". Below this is a table with columns: Applicant, Status, and Disposition Reason(s). The first row shows "Farrell, Brenda" with status "Complete". The second row shows "Fay, Emily" with status "Withdrawn after recommend for interview". The third row shows "Herzog, Adalberto" with status "Complete". The fourth row shows "Mead, Margaret" with status "Recommend for interview". To the right of the table is a list of reasons with checkboxes: "A. File warrants additional info via Skype", "Alternate for position", "B. As a result of Skype interview, not as strong...", "C. Will be added to 2 applicants.", "D. Duplicates or significantly overlaps existing area of strength in department/school/college", "E. Interview showed some deficiencies", "F. Will be added to 3 applicants.", "G. Job talk showed some deficiencies", "H. Lacks sufficient clinical experience", "I. Lacks sufficient contributions to diversity/cultural competence", "J. Lacks sufficient depth/breadth of research/creative excellence or impact", and "K. Lacks sufficient leadership experience for position". At the bottom of the list are "Apply" and "Cancel" buttons.

Statuses and Shortlisting

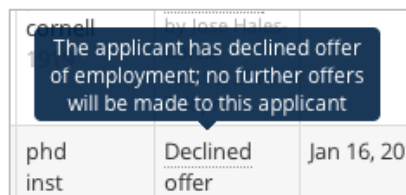
Which status is considered “shortlisted?” The shortlist consists of all applicants with a status of “recommend for interview.”

* Serious consideration is NOT a shortlist status.

Updating Applicants' Statuses

Keeping an applicant's status up to date will make sure that the search committee is always aware of the current status and it also satisfies annual reporting requirements by the Office of the President.

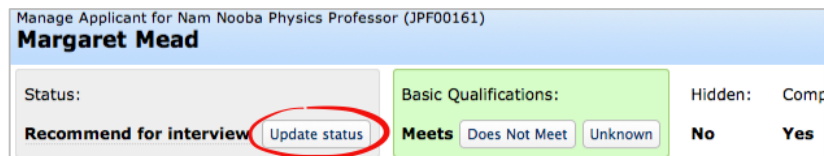
Definitions of statuses are clearly defined by rolling over the applicant's status in the status column:



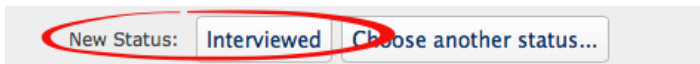
1. Find the applicant in the list and click the “Manage” link:



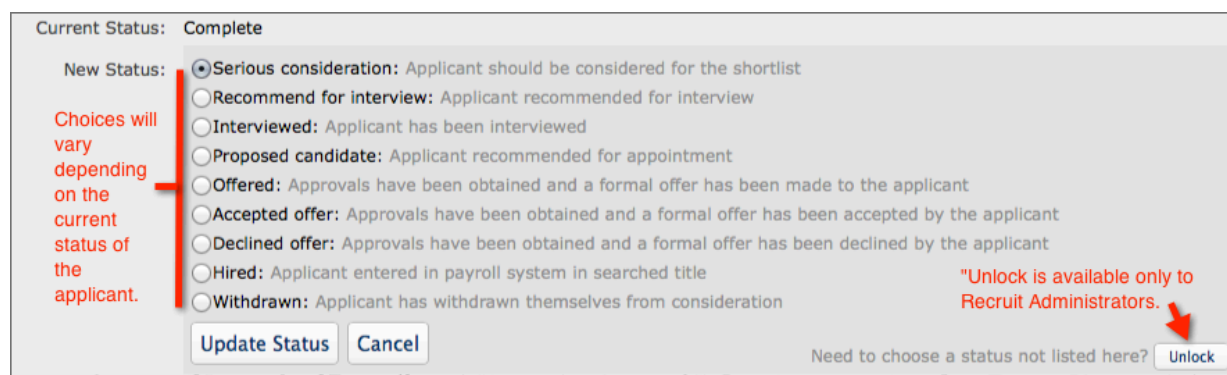
2. Click the **Update status** button at the top of the application:



3. AP Recruit suggests the next logical status:



4. Or click “Choose another status...” and select a status from the defined list. **Note:** You may only select statuses in a forward-moving progression. **Do not skip any applicable steps!** If a mistake has been made and you are unable to roll back, contact OFEW to unlock the statuses.



If a status is changed from **Proposed candidate** to **Withdrawn**, choose a reason from the list provided. The same choice list appears when updating the status to **Declined**.

Decline reasons

Select at least one reason:

- ☐ Family Reason - Child Care/Elder Care
- ☐ Family Reason - Spousal/Partner Career Opportunity
- ☐ Cost of Living
- ☐ Salary & Benefits
- ☐ Professional Support
- ☐ Other
- ☐ Unknown

Select a reason why the selected candidate withdrew.

Offer Proposals

When updating to **Proposed Candidate** and beyond, click **Enter proposed offer information**.

Changes to Make

Status change: Current status **Interviewed** → New status **Proposed candidate**

[Enter proposed offer information](#)

Fill in the form and Save Changes. When multiple title codes have been assigned to the recruitment, you will be able to select the title code to associate with the applicant. If the recruitment was cross-listed between departments, you will be able to select the main department to associate with the applicant.

Proposed Offer Information

Title Code: 1100: PROF-AY

Department: Department of Et Quibusdam %

Discipline/field:

Starting salary: \$.00

Step:

Anticipated start date:

Proposed Offer Information

Title Code: ☐ 0001: PRESIDENT OF THE UNIVERSITY
☒ 1100: PROF-AY

Departments: ☒ Department of AH %
☒ Department D %

Discipline/field:

Starting salary: \$.00

Step:

Anticipated start date:

The offer information is editable from the applicant's information section:

The screenshot shows the 'Overview' page for an applicant. On the left is a navigation menu with links: Overview, Information, Documents & References, Comments & Flags, and Visit/Seminar. The main content area has a top bar with '< Back' and 'Next >' buttons. Below this is the 'Applicant Status' section, which includes an 'Edit' link (circled in red) and the text 'Proposed candidate'. The 'Proposed Offer Information' section also has an 'Edit' link and lists the following details: Title code: 1100: PROF-AY, Department: Mathematics (100%), Discipline/field: Shiny Things, Starting salary: \$105,000.00, Title/step: 3, and Anticipated start date: Feb 2, 2015.

Manage the Applications

Analysts, chairs, and editors all have the ability to manage the applications although the analyst and editor generally do the tasks that are involved.

Click the **Manage** link below the name of each applicant:



Overview

Click “Manage” beneath an applicant’s name and the application’s Overview screen opens:

The screenshot displays the 'Overview' page for an applicant named 'Americo Kautzer'. The top bar shows the title 'Manage Applicant for Professor of Dream Job #1 (JPF00508)' and a 'Done' button. Below the title, the applicant's status is 'Applied', with buttons for 'Update status', 'Basic Qualifications: Unknown', 'Meets', 'Does Not Meet', 'Shortlisted: No', 'Hidden: No', and 'Finalized: No'. The left navigation menu is identical to the previous screenshot, with 'Overview' highlighted. The main content area is divided into several sections: 'Documents' (with a 'Jump to Documents' link), 'Applicant Documents' (listing 'Curriculum Vitae' with a 'Required' tag), 'Letters of Reference' (listing 'Neal Boehm, Yale University'), 'Comments' (with a 'Jump to Comments' link and a text input area for a comment), and 'Flags' (with a 'Jump to Flags' link, a checkbox for 'Display to reviewers', and an 'Add Flag' button).

The Overview section includes:

Applicant Documents. Click the hyperlinked filename to download them to your computer.

Letters of Reference. Click the hyperlinked name of the reference to download their letter.

Comments. View, post, or update a comment to share with your search committee peers.

Flags. View, add, or update one or multiple flags and decide whether to display it to reviewers.

Information

View or update the applicant's address, email, username, personal web site, employment, and degree information.

The Overview section also includes:

Applicant Status. Another way to edit the status or return to the offer proposal.

Manage Applicant for Professor of Dream Job #1 (JPF00508)

Americo Kautzer Done

Status: **Applied** Update status Basic Qualifications: **Unknown** Meets Does Not Meet Shortlisted: **No** Hidden: **No** Finalized: **No**

Overview Back Next

Information

Applicant Status Edit

Applied

Applicant Information Edit

Contact Information

Name: Americo Kautzer

Email address: jalen@ernser.name

Phone number:

Mailing address: 681 Zoie Camp Wilmerhaven, Texas 39179-4217

Web address:

Employment Information

Current affiliation: Laudantium School

Current job title: Autem Culpa

Degree Information

Degree name: et numquam

Degree institution: Ea College

Date of degree: 2012-04-14 13:56:16

PhD Advisor (1): Emmett Adams MD

PhD Advisor (2): Mrs. McKenna Gleason

Dissertation Title: Quia distinctio recusandae illum et dolores in perspiciatis.

Back Next

Documents & References

Manage the Applicant's Documents. Fully manage the applicant's required documents; **View**, **Upload** or **Delete** them if necessary. Documents may be uploaded as PDF files. Other valid file types include: zip, jpg, rar, tif, mov, bmp, 3gp, png, wmv, m4v, mp3, mp4, psd, swf, tiff.

Manage Applicant for Professor of Dream Job #1 (JPF00508)

Americo Kautzer Done

Status: **Applied** Update status Basic Qualifications: **Unknown** Meets Does Not Meet Shortlisted: **No** Hidden: **No** Finalized: **No**

Overview Back Next

Documents & References

Download PDF bundle Launch Document Viewer

Application Documents

Curriculum Vitae
Required - Your most recently updated C.V.
Delete file

Cover Letter
Optional
Upload

Statement of Research
Optional
Upload

Statement of Teaching
Optional
Upload

Misc / Additional
Optional
Upload

References & Letters

Add reference

Neal Boehm
Letter not requested
Associate Professor of History (Yale University)
Reference comment:
View details Download letter Remove letter Edit Delete

Back Next

Upload. Click the "Upload" link and navigate to the electronic file on your system. Or else, check the box "Document received outside of the UC Recruit application." This will create a placeholder document with a notation that the actual physical document is housed outside of AP Recruit. A description field is

provided to cue the committee that the material exists and where to physically locate it. This action will be logged and time-stamped.

Delete. Click the “Delete” link to permanently remove an applicant’s document from their application. This action will be logged and time-stamped.

Manage the References & Letters

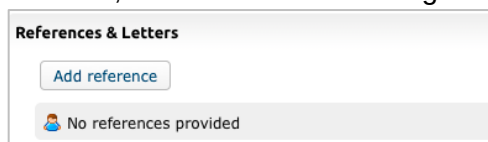
Recall when your recruitment was configured, references requirements were set to one of the following:

- **None** (the applicant is not required to provide references)
- **Only contact information** (the applicant is required to provide their reference’s names, etc)
- **Letters of recommendation** (the applicant is required to provide references AND notify their references that a letter of recommendation is requested)

Department analysts, chairs, and editors have complete manage rights regarding references and the letters of recommendation per applicant. You may Add, Edit, or Delete a reference. You may **Upload** letters that arrive outside the system. You may send a letter request to references if the requirements are “Contact Information Only” or “None”. See *Appendix A: Notifications Sent to References*.

Send a letter request to references.

1. First, add the reference using the **Add reference** button.

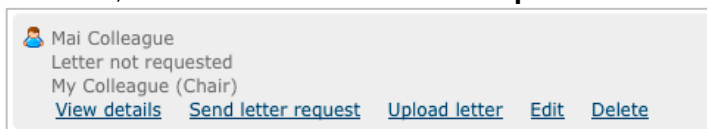


References & Letters

[Add reference](#)

 No references provided

2. Next, click the link **Send Letter Request**.



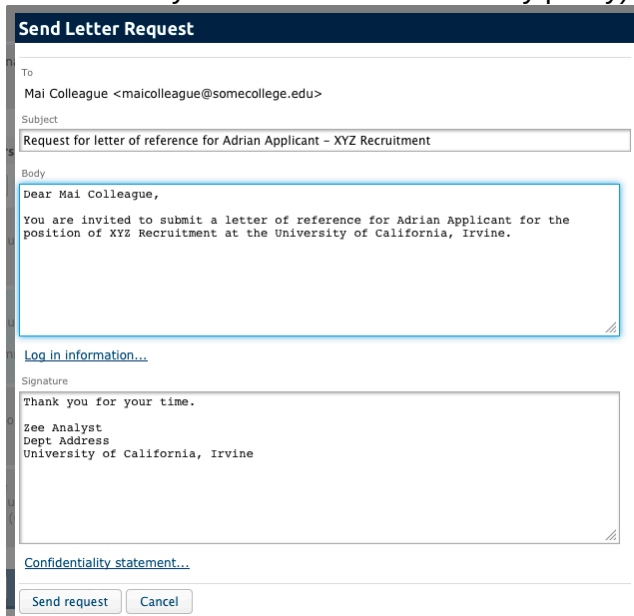
 Mai Colleague

Letter not requested

My Colleague (Chair)

[View details](#) [Send letter request](#) [Upload letter](#) [Edit](#) [Delete](#)

3. The following email template opens. All fields are editable except the Confidentiality Statement (The University of California confidentiality policy).



Send Letter Request

To
Mai Colleague <maicolleague@somecollege.edu>

Subject
Request for letter of reference for Adrian Applicant – XYZ Recruitment

Body

Dear Mai Colleague,

You are invited to submit a letter of reference for Adrian Applicant for the position of XYZ Recruitment at the University of California, Irvine.

[Log in information...](#)

Signature

Thank you for your time.

Zee Analyst
Dept Address
University of California, Irvine

[Confidentiality statement...](#)

[Send request](#) [Cancel](#)

View the details of any reference and edit this information.

Reference Details

Name
Mai Colleague
Email
maicolleague@somecollege.edu
Affiliation
Chair
Phone number

Mailing address
12345 Somewhere Blvd
Chicago, IL

Delete a reference or a letter. A confirmation/warning appears:

Are you sure you want to delete reference *Mai Colleague* for marian marian?

- This action cannot be undone.
- Any files associated with this reference will be deleted.

In an IRD recruitment, deleting a required document (such as a CV or letter of reference) from a completed application will mark the applicant as Incomplete. Replacing the documents will move the applicant into the current search pool. This cannot be undone. See confirmation/warning below:

Are you sure you want to delete the *Curriculum Vitae* for David Lindgren?

- Deleting this file will make David Lindgren's application status incomplete.
- They will be removed from their review window.
- They will not be visible to the search committee even if you later replace the file.
- This action cannot be undone.

Note: If the required document is deleted *after* the applicant is shortlisted, the applicant will *not* be marked as Incomplete, and they will remain in their original search pool.

Upload a letter into the applicant's file if the letter arrives outside of AP Recruit (via U.S. Post or via email). Please remember to thank the letter-writer and send a copy of the confidentiality statement, which you will find via a link on the upload screen.

Upload Reference Document

- Please upload a PDF or a supported media file type. [Learn more about supported file types](#)
- Don't forget!** Send a thank you email and a copy of the [confidentiality statement](#) to the reference after uploading their letter

Position: Professor of Magic Potions & Arts (OCF)
Applicant: Professor Snape
Reference: Margaret Hoodowser
File: no file selected
Optional Description:

Manage the Applicant's Comments & Flags

Flags. Flags are intended to be a unique set of labels applied to applicants to help categorize them. Enter a flag in the box provided and click **Add Flag**. Check the box if you wish to hide the flag from reviewers. You may edit or remove other's flags with the **Edit | Remove** links.

Comments. Comments are displayed to the entire search committee. They should be limited to those that are job-related, as all comments become part of the electronic record. Enter a comment in the box and click **Add Comment**.

Schedule a Visit or Seminar.

Schedule or edit applicant visits for viewing by the search committee. Add abstracts and biographies into the summaries. Optionally schedule additional events associated with the visit.

1. Click the link, "Schedule a visit/seminar" link.

Manage applicant: Optionally schedule the candidate's visit/seminar in AP Recruit.

2. In the form that follows, add a title, summary, bio of the applicant, and the main event date and click **Next**.

3. Schedule any associated events that may occur during the visit/seminar and click **Save & Done**.

Schedule Visit or Seminar

Step 1: Information > **Step 2: Schedule**

- Optionally enter events associated with this visit/seminar
- Click 'Save & Done' when complete

Event Schedule

Tuesday, April 30th, 2013

10:00am	11:00am	Meeting with History Dept	TBD	[Edit Remove]
2:00pm	3:00pm	Housing Office	University Hills	[Edit Remove]

Add a new event

Event: *

Start: *

End: *

Location: *

4. After saving, you are returned to the main Visit/Seminar screen. This is where you find links to a flyer and a formatted itinerary that you may print and distribute.

Manage Applicant for Professor of Dream Job #1 (JPF00508)

Americo Kautzer

Status: **Completed** Basic Qualifications: **Meets** Does Not Meet Unknown Shortlisted: **No** Hidden: **No** Finalized: **Yes**

[Overview](#) [Information](#) [Documents & References](#) [Comments & Flags](#) **[Visit/Seminar](#)**

Information

Title: **Job Interview**

Summary: Meet and greet Chair and others.

Bio: Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora indidunt ut labore et dolore magnam

Main Event Time: Tuesday, April 30th, 2013

Schedule

Timeline: **Tuesday, April 30th, 2013**

10:00am	11:00am	Meeting with History Dept	TBD
2:00pm	3:00pm	Housing Office	University Hills

Printer Friendly Versions

Links open in a new window

- [Flyer](#)
- [Itinerary](#)

Manage

- [Delete this entire visit/seminar](#)

The completed visit/seminar information.

Part 3: Reporting

Applicant Pool and Shortlist Reports

Analysts may create two types of diversity analysis reports and solicit approvals by key people whom they will identify through a roles list. Analysts, equity advisors, and diversity analysts may create the reports at any time or multiple times, even after the recruitment is closed.

The Applicant Pool Report

The Applicant Pool report may be thought of as an interim report. It shows aggregated results from the diversity data collected from applicants who completed their applications, took the survey, and have been marked as “Meets Basic Qualifications.” Their responses are compared against national averages. This report is intended to be reviewed and approved before anyone is put on the shortlist.

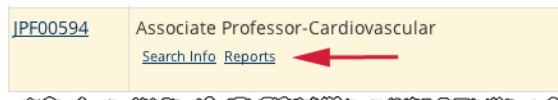
The Shortlist Report

The Shortlist diversity report shows the same results that are in the Applicant Pool Report **plus the aggregated diversity data for the short listed applicants**. Any approver will have access to this confidential information on this report.

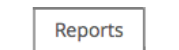
See samples of both types of diversity reports below.

Creating the Reports

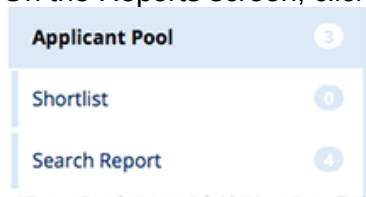
1. From the main Recruitment page, locate the recruitment and click the link, *Reports*.



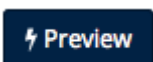
2. Or click the *Reports* tab from the Search Info screen or from the top of the list of applicants.



3. On the Reports screen, click the type of report you wish to create.



4. Click *Preview* to see the report before creating it. Make any changes necessary.



5. Click the button to create the report you need.



6. A summary appears. Click *Create Report* when ready.

Create New Diversity Report

Recruitment Properties

Recruitment: Professor of Arithmancy
 Job #: JPF00617
 Department: Department DEF
 Salary control #: 477372
 Specialties: Campus: Algebra
 Title codes: 1100: PROF-AY
 Report type: Shortlist
 Diversity data set: Shortlist

Applicant Pool Statistics

meets basic: 11
 # does not meet basic: 1 will not be included in report
 # basic qualifications unknown: 1 will not be included in report. Consider reviewing before creating a report
 # on shortlist: 0

Create Report Cancel

Report Type. Drop down menu shows either Applicant Pool or Shortlist.

Applicant Pool Statistics. This region displays the number of *completed* applicants who have been marked as "Meets Basic Qualifications" and have submitted their survey on diversity. These survey-takers will be the only applicants in aggregated results, making this report in compliance with the US Department of Labor. If the count is zero, you must go back and mark the applicants who meet the basic qualifications. The count for shortlisted applicants is shown in this region too.

Note: For Basic recruitments (those that have not been configured for online application management), a field is provided for the Analyst to type in the number of applications received outside of Recruit:

Applicant Pool Statistics

online applications: 0

applications: 27

7. A success message confirms the report has been created.

Success

New Report Successfully Generated.

8. Applicant Pool and Shortlist sections indicate the status of the reports.

- The "Date Generated" column keeps a running tally of all reports created throughout the search.
- The "Download" link opens a PDF of the report.
- Color-coded boxes indicate the status of the particular report's approvals.

Jan 14, 2015

Submitted on Jan 13, 2015

✓ 3 0 0 9

Approved Download

Academic Recruitment Analysis Report: Applicant Pool

JPF00573 - Colossus Researcher
Report generated Feb 12, 2014 at 3:12pm

ABOUT THIS RECRUITMENT

Job number JPF00573
Salary control 477372

School School of Ferum Impedit
Department Department of Et Oubusdam
Availability data set Tenured / SOE (1991 - 2005 Campus data; 2012 Health Sciences data; 2011 Law data; 1983 - 2002 ALA data)
Title code 1100: PROF-AY
Research area Campus: Algebra
Recruitment period Nov 8, 2013 - Nov 18, 2013

APPLICATIONS / RESPONSE RATE

Survey: Taken Not Taken Total Response Rate

Included in report				
Meets basic	215	0	215	100.0%
Not included in report				
Does not meet basic	1	0	1	100.0%
Unknown	1	0	1	100.0%

DIVERSITY BENCHMARK (AVAILABILITY) DATA

Specialty	Male	Female	African American	Hispanic	Asian	Native American	Minority Total*	White
Campus: Algebra	69.2%	30.8%	2.3%	2.5%	9.1%	0.3%	14.9%	85.1%

POOL COMPOSITION

Total Applicant Pool by Gender

Male	Female	Decline to State	Unknown	Total
58	62	95	0	215
48.3%	51.7%	n/a	n/a	% of respondents (120)
27.0%	28.8%	44.2%	0.0%	% of total pool

Total Applicant Pool by Race / Ethnicity

African American	Hispanic	Asian	Native American	Minority Total	White	Decline to State	Unknown	Total
43	35	38	31	147	27	41	0	215
24.7%	20.1%	21.8%	17.8%	84.5%	15.5%	n/a	n/a	% of respondents (174)
20.0%	16.3%	17.7%	14.4%	68.4%	12.6%	19.1%	0.0%	% of total pool

Report generated by UC Irvine AP Recruit on Feb 12, 2014 at 3:12pm. All percentages rounded to the nearest tenth (e.g.: 95.5549% ~ 95.6%).
* The availability percentage for Minority Total includes multiple race/ethnicity responses.

Note: The minority total column in the Diversity Benchmark section includes applicants who reported multiple race/ethnicity. That is a separate category in the data derived from The National Opinion Research Center (NORC). Those who selected multiple race/ethnicity are not included in the other individual race/ethnicity groups (not in AfAm, Hisp, Asian, NaAm), so the only place they are counted is in the minority total. Therefore:
Minority=AfAm+Hisp+NaAm+Mult.

Academic Recruitment Analysis Report: Shortlist

JPF00160 - Facilis Reprehenderit Oubusdam Recruitment - 2011 - 2012
Generated Jan 6, 2015 at 12:17pm

About This Recruitment

Job number JPF00160
Salary control # 477372
School School of Oocoeatb In
Department Department of Laboriosum Delectas
Availability data set Tenured / SOE (1989 - 2003 Campus data; 2010 Health Sciences data; 2010 Law data)
Title code 1100: PROF-AY
Research area Campus: Accounting
Recruitment period May 24, 2012 - Jul 29, 2012

Search and Recruitment Efforts

Planned Not yet entered
Actual looking for things

Applications / Response Rate

Survey: Taken Not Taken Total Response Rate

Included in report				
Meets basic	17	0	17	100.0%
Not included in report				
Does not meet basic	2	0	2	100.0%
Qualifications are unknown	1	0	1	100.0%

Diversity Benchmark (Availability) Data

Specialty	Male	Female	African American	Hispanic	Asian	Native American	Minority Total*	White
Campus: Accounting	56.0%	43.1%	5.2%	2.0%	7.9%	0.4%	15.5%	84.2%

* The availability percentage for Minority Total includes multiple race/ethnicity responses. The overall total may also contain additional small groups that do not have their own categories.

Pool Composition

Total Applicant Pool by Gender

Total Applicant Pool by Gender				
Male	Female	Decline to State	Unknown	Total
8	7	7	0	17
80.0%	20.0%	n/a	n/a	% of respondents (25)
47.1%	11.8%	41.2%	0.0%	% of total pool

Total Applicant Pool by Race / Ethnicity

African American	Hispanic	Asian	Native American	Minority Total	White	Decline to State	Unknown	Total
3	3	3	2	11	5	1	0	17
16.0%	18.0%	18.0%	12.0%	60.0%	21.0%	n/a	n/a	% of respondents (25)
17.6%	17.6%	17.6%	11.0%	54.1%	29.4%	5.9%	0.0%	% of total pool

Seriously Considered Composition

Seriously Considered by Gender

Male	Female	Decline to State	Unknown	Total
5	1	0	0	6
83.3%	16.7%	n/a	n/a	% of respondents
83.3%	16.7%	0.0%	0.0%	% of total seriously considered

Seriously Considered by Race/Ethnicity

African American	Hispanic	Asian	Native American	Minority Total	White	Decline to State	Unknown	Total
0	1	0	1	2	3	1	0	6
0.0%	33.3%	0.0%	33.3%	66.7%	60.0%	n/a	n/a	% of respondents (6)
0.0%	16.7%	0.0%	16.7%	50.0%	16.7%	0.0%	0.0%	% of total seriously considered

Short List Composition

Short List by Gender

Male	Female	Decline to State	Unknown	Total
0	1	0	0	1
0.0%	100.0%	n/a	n/a	% of respondents (1)
0.0%	100.0%	0.0%	0.0%	% of total seriously considered

Short List by Race/Ethnicity

African American	Hispanic	Asian	Native American	Minority Total	White	Decline to State	Unknown	Total
0	1	0	1	2	0	1	0	1
0.0%	100.0%	0.0%	100.0%	100.0%	0.0%	n/a	n/a	% of respondents (1)
0.0%	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	% of total seriously considered

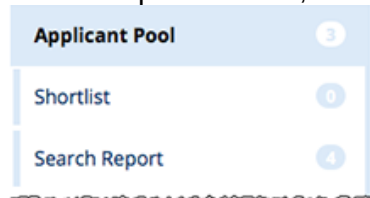
Short List

Name	Status
Davis, David	Accepted offer
Finn, Erika	Offered
Smith, Mike	Proposed candidate
Alderson, Elizabeth	Not seriously considered

Diversity Reports Approvals

Submit an APPLICANT POOL REPORT or SHORTLIST REPORT for review at different points of the search.

1. On the Reports screen, click Applicant Pool or Shortlist.



2. Find the report in the Date Generated column and click the link, "Submit as new approval." The following confirmation box opens:

 A confirmation dialog box with a title bar that says 'Are you sure you want to submit this report for approval?' and a close button (X). The main content area contains the following text: 'This report will be submitted for a **new round** of approvals. Using workflow "**Applicant Pool Diversity-All**", which includes the following steps:'. Below this is a list of steps: '1. Committee Chair' with a sub-note 'You will be able to add steps after creation.' Below the list is the text 'If this is not the correct workflow, please contact [Support](#).' At the bottom are two buttons: 'Yes, submit for approval' (dark blue) and 'Cancel' (light blue).

3. There is a system-assigned workflow containing a list of approver's roles in a progression. If you think this workflow is incorrect, stop here and report this using the *Support* contact link. Otherwise, click, **Yes, submit for approval**.
4. Make sure all roles are assigned names of people in those roles. If not, **specify a person**.
5. Add any additional steps or alternate approvers if needed.

If needed, use the Comments section to communicate with your approvers.

Automatic Approver Emails: At each step, Recruit sends email to approvers that their approval is needed and the submitter receives a copy.

- The email includes a direct link to the approval screen where approvers may download the report, comment, and approve.
- When Recruit detects an approval, the next in line is notified.
- After the last step approves, Recruit sends a notification to the submitter with next steps to take.
- Approvers may choose to opt out of email notifications.

Additional Email Notifications: Optionally use the "Notify Approvers" button for further communications along the workflow. For example, use this to: Prod the approver who's taking too long, warn the pending approvers about what's coming their way, or highlight a change that previous approvers might need to know about.

All emails include a direct link to the approval screen where approvers may download the report, comment, and approve. When the system detects an approval, the next in line will be notified. See Appendix A, *“How Approvers Use Recruit”* and Appendix B, *“Notifications Sent to Approvers.”*

Updating Approvals

Scenario: The analyst has submitted a report for approval but an approver along the way finds a mistake. The analyst can correct any kind of report and pick up where it was left off in the workflow.

What updating the approval does:

- New approvers in the workflow will download the new, replaced report.
 - A comment on the approval screen will be added to document the change. All original comments are retained too.
 - Email notices inform previous approvers that the report they approved was updated. Previous approvers will not be required (or able) to re-approve.
1. First, make all necessary changes to correct the report.
 2. On the Reports screen, click the Applicant Pool or Shortlist section.
 3. Click the corresponding button to create the new report. The new report will appear in the Date Generated column.
 4. To replace report already in transit with the corrected report, click the link “Update approval.”
 5. Choose the replacement report from the drop-down menu.
 6. Add a reason for the update.
 7. Click *Yes, update report*.

Are you sure you want to update the report being approved?

Replace with:

Choose a new report

Jan 14, 2015 at 2:43pm 0.0%
1 applicant; 1 on shortlist

- Approvers will now download the new report
- A comment will be added in your name to note the change
- An email will be sent to those who have already approved so that they can verify the change

Please note the reason for the update:

This will be used in your comment and in the email to existing approvers.

Please select a replacement
Cancel

Search Reports

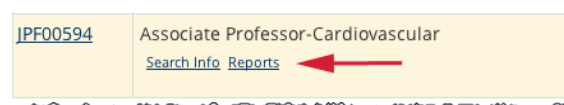
Search Report Components:

The following is a list of the components to be bundled into a Search Report. Much of this information will have been input as part of the Search Plan.

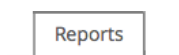
1. **The recruitment details:** General information including the recruitment name, department name, and recruitment period, etc will be automatically pulled into the Search report from the Plan.
2. **Information about proposed candidate(s):** Salary control number assigned (senate positions), school/college, department, discipline/field (senate positions), anticipated start date, percent time, level of appointment (senate positions), title/rank/step (non-senate positions), salary (non-senate positions) and candidate's CV will be included in the report.
3. **Evidence of advertisements:** The list of all locations where the advertisement was published, posted, or distributed, as part of the search will be included in the report. This field is in the Advertisement section of the recruitment's Search Info. (
4. **Letters & Memos:** All letters/memos/written recommendations etc that have been uploaded into the Documents section of the recruitment's Search Info will be included in the report.
5. **Interview materials:** All interview documents or other notes from the interview process uploaded into the Documents section of the recruitment's Search Info will be included in the report.
6. **Search and recruitment efforts:** Stated efforts that were actually undertaken will be included in the report. This field is in the Advertisement section of the recruitment's Search Info.
7. **Applicant Disposition Reasons:** Disposition reasons for all unqualified and qualified applicants who did not move further in the hiring process are included in the report. Comments are required for any candidates who are interviewed. Comments about selection are also required for the Proposed Candidate.

Creating Search Reports

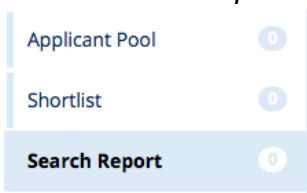
1. From the main Recruitment page, locate the recruitment and click the link, *Reports*.



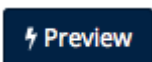
2. Or click the *Reports* tab from the Search Info screen or from the top of the list of applicants.



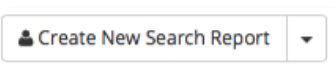
- Choose *Search Report* from the reports menu.



- Click *Preview* to see the report before creating it. Make any changes necessary.



- Click **Create New Search Report**.



- Title the report in the space provided.

Create New Search Report

Search reports contain summary information about the recruitment, including information about any applicants with the status "Selected Candidate" or later, including any files uploaded to the Documentation tab.

*** Name of report**

Create Search Report

Cancel

- Then click **Create Search Report**.
- Your new report will appear in your listing as the *Current Report*.

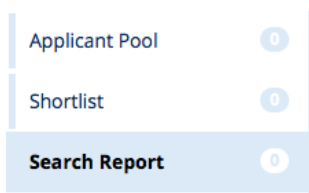
Search Report Approvals

Follow the same instructions as for submitting *Applicant Pool* and *Shortlist* reports.

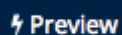
Search Reports and Live-Updating

Make any changes to the Search Report as necessary and all approvers will see those changes as soon as they happen.

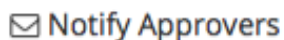
- Update any of the components of the report as needed.
- Then return to the Search Reports screen and choose *Search Report* from the reports menu.



- Click *Preview*. The changes you've made will be evident.

 Preview

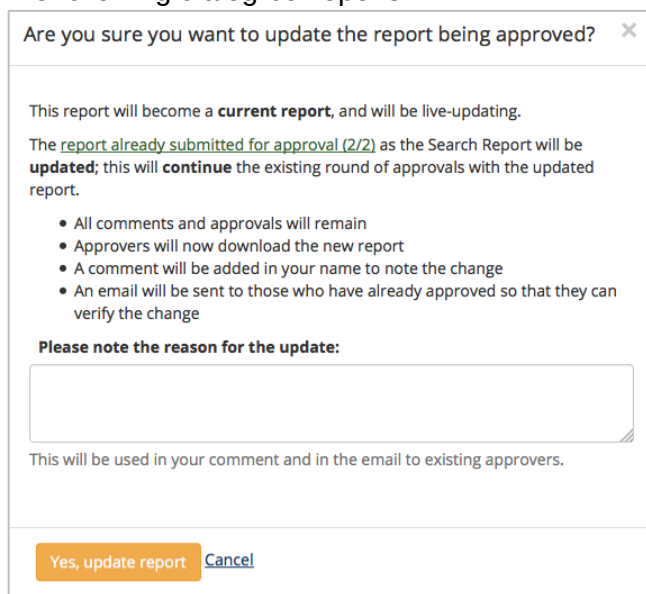
- Optionally use the **Notify Approvers** button on the approval screen to send an email about the change that previous approvers may need to know about.

 Notify Approvers

Existing Reports (Saved Search Reports)

Recruit stores all existing search reports in the "Saved Reports" section. The reports maintain their original content, approval status and list of signatures gathered. If you need to update a saved and previously-submitted search report, you can simply convert that search report to be live-updating, and any changes made will be reflected immediately.

- Find the report in the "Saved Reports" section and click on *Update approval*.
- The following dialog box opens:



Are you sure you want to update the report being approved? ✕

This report will become a **current report**, and will be live-updating.

The report already submitted for approval (2/2) as the Search Report will be **updated**; this will **continue** the existing round of approvals with the updated report.

- All comments and approvals will remain
- Approvers will now download the new report
- A comment will be added in your name to note the change
- An email will be sent to those who have already approved so that they can verify the change

Please note the reason for the update:

This will be used in your comment and in the email to existing approvers.

Yes, update report Cancel

- Type the reason for the update. The reason will become part of the electronic record found in the comments section on the approval screen.
- And click *Yes, update report*.
- The report becomes the current report and will be converted to be live-updating. Approvers will now download the new report.
- An email will be sent to those who have already approved so that they can verify the change.

The End of the Search

Inactivate the Recruitment

The search is complete when a candidate has formally accepted the offer and the person is processed into the payroll system. At this point, analysts should confirm that the Proposed Candidate has all applicable statuses applied, including Hired (be sure not to skip any suggested next steps), and then "inactivate" the recruitment. This effectively hides the entire recruitment, applicant pool, comments, etc.

from all reviewers. For security reasons, this end-of-search task is especially critical if your search committee was designated as All Department Faculty.

1. Click **Recruitments** in the top menu bar and find the recruitment on the page.



2. Click the link, “Make inactive”:

JP #	Name	Department	Submission Dates	Actions
JPFO1603	ASST. PROFESSOR IN PHYSICAL CLIMATE Recruitment Details Diversity Reports Search Committee Applications (95)	Earth System Science	Open 9/19/2011 – 6/30/2012	Make Inactive

The Make Inactive link effectively archives the recruitment.

To Re-activate a Recruitment

If you need to see old recruitments, it is not difficult to bring them back.

1. Using the filter panel, place a checkmark next to “Show Inactive” and click the Filter button.
2. Now locate the recruitment in the list.
3. Click the link, “Make Active” in the **Actions** column. This recruitment is available once again to manage as before and the intact applicant pool is visible to the reviewers.

Appendix A

How Applicants Use Recruit

- Browsing applicants locate the recruitment on AP Recruit's apply page <https://recruit.ap.uci.edu/apply/>. Preferably, they click a direct link which is provided wherever the position is advertised.
- They create their ApplicantID (unique username and password).
- They fill in their contact information, highest degree information, current employment information, etc. After clicking "Create Account," they are brought to their Dashboard.
- They provide files and references. Documents must be uploaded as PDF files. Other valid file types include: zip, jpg, rar, tif, mov, bmp, 3gp, png, wmv, m4v, mp3, mp4, psd, swf, tiff.
- Applicants returning to modify their application will log in on the apply page with their username and password. Modifications may be made to an application up until the "final date." If applying to an IRD recruitment, the review date acts as their final modification date.
- Applicants who have forgotten their passwords may change it on the apply page by clicking the link in the login box, "Forgot your password?"
- Applicants may apply for multiple positions, however each position requires its own ApplicantID (unique username and password).
- "Contact Us" links appear in several locations before and after applicants are logged in. General and technical questions are sent automatically to recruit@uci.edu. All others are sent to the recruiting department.
- Online Help docs are available to applicants both when they are logged in or not logged into their accounts.

The Applicant's Dashboard

Once all requirements are fulfilled, the application is completed and then becomes visible to the committee reviewers. The Application Status on the Dashboard displays "Submitted."

Recruit will send a confirmation email when the application is complete. See Appendix B.

The screenshot displays the AP Recruit Applicant Dashboard. At the top, there is a navigation bar with tabs: "My Dashboard" (selected), "My Information", "My Files", "My References", and "Diversity Survey". The main content area is divided into several sections:

- Application Status: Submitted**: A light blue box indicating the application is submitted. It includes the text "Awaiting 1 letter of reference" and a link to "Contact the recruiting department with any questions."
- Recruitment Status**: A light gray box providing details about the recruitment process, including "Accepting modifications to existing applications and new applicants," the "Last day to make changes is Saturday, Mar 1, 2014 by 11:59pm (Pacific Time)," and "New applicants accepted until February 15th, 2014." It also includes a link to "Learn more about this position."
- Need Help?**: A light gray box with links to "Frequently asked questions," "Help documentation," and "Contact position support."
- Learn more about UCI**: A light gray box with links to "UCI Homepage," "Today@UCI - news and events," and "UCI employment information."
- Want to apply for another position?**: A section at the bottom with instructions: "You must create a new, separate ApplicationID for each position you apply to:" followed by a numbered list:
 1. [Logout from this position](#)
 2. Click "Browse other recruitments or log back in" to see the list of open recruitments
 3. Locate the position to which you would like to apply and click the "Apply to this position" link
 4. Create a new account with a different user name for the new position

My Information. The applicant's contact information, current employment information, highest degree information, and account information is editable by the applicant using the "Update" buttons.

The screenshot shows the 'My Information' dashboard with the following sections:

- Contact Information** (Update button):
 - Name: Rhonda, Chase
 - Email: somewhere@fake.edu
 - Phone: 980-789-5676
 - Website: http://rhondachase.wordpress.com
 - Address: 1234 Street Way, Vida, CA 29798
- Current Employment Information** (Update button):
 - Affiliation/University: U of Minn
 - Title: Assistant Professor
- Highest Degree Information** (Update button):
 - Highest degree: Phd
 - Institution: U of Milan
 - Date obtained: 1999
 - PhD Advisors: Not provided
 - Dissertation: Not provided
- Account Information**:
 - Username: rhondachase (Change username button)
 - Password: Not displayed (Change password button)

My Files. Applicants upload the necessary files using the "Upload Now" link. If an applicant needs to mail in documents via U.S. Postal mail, the "Show" link displays the department address.

The screenshot shows the 'My Files' dashboard with the following elements:

- Message: Please upload all required documents: 1 remaining
- Curriculum Vitae** (Required): Upload button. Text: Your most recently updated C.V.
- Cover Letter** (Optional): Upload button
- Statement of Research** (Optional): Upload button
- Statement of Teaching** (Optional): Upload button
- Misc / Additional** (Optional): Upload button
- Alternate Submission Information: [Show](#) (circled in red)

My References. When Contact Information Only is required, providing the reference's name & information satisfies the requirement. When letters are a requirement, the applicant will be expected to provide the contact information AND request the letter. A completed application is **not** contingent on the receipt of the letters. In other words,

applicants have fulfilled the requirement for letters once they have requested them. Applicants may re-notify their references at any time, even after the recruitment is officially closed. Applicants can see when letters have been uploaded, but will not be able to view them.

Diversity Survey. Applicants read about the Diversity Survey and click the link, “Submit diversity survey” and complete the short survey. Applicants may submit their Diversity Survey at any time, even after the recruitment is officially closed.

How References Use AP Recruit

As part of the application process, the Applicant initiates an email request to their references IF letters of recommendation are a requirement. The system sends the email along with instructions to the Reference to log into AP Recruit and upload a letter.

Uploading a letter of reference

1. References receive an email with the subject line, "UC Irvine Recruit: Letter of Reference Requested"
2. The Reference is instructed to log into AP Recruit one of two secure ways:
 - Using the Easy Login Link OR...
 - Using their email address with a token combination at <https://recruit.ap.uci.edu/reference>
3. After logging into the system, the University of California Confidentiality Statement is displayed on the screen. The Reference must check the box below it before they can proceed.

Welcome to UC Berkeley AP Recruit — Submit a Letter of Reference

You are logged in as My Colleague — If this is not you, [log out](#)

Read & accept confidentiality statement | Upload letter of reference | Done!

Although a candidate may request to see the contents of letters of evaluation in accordance with California law and University policy, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources.

☒ I, My Colleague, have read and understand the confidentiality information above

[Accept & Continue](#) or [cancel](#)

8. References will upload their letters or they may type them in. There is no editing capability but references may overwrite their previous letters by logging in as before and replacing their letters.
 - References may upload one file.
 - The files must be pdf's.
 - The files must be less than 2MB in size.
 - Letters are also accepted as plain text (without any formatting).
 - A letter cannot be edited after submission, but References can provide a replacement.
 - Applicants cannot view the letters in AP Recruit, but will be notified that they have been submitted.
 - AP Recruit automatically sends a message thanking the Reference for their contribution. This email is editable by the Analyst when they are configuring the recruitment for online applicant management.

Provide Letter of Reference

- You will **not be able to edit** your letter after submitting it, but you will be able to provide a new one.
- Applicants **can not** view your letter in Recruit, but will be notified that you have submitted it.

Letter is for **Josephine Applicant**, applying for **My Test Position** in **Information & Computer Science-Deans Office - Donald Bren School of Information and Computer Sciences**.

Upload letter as PDF [Type in letter](#) Letters are also accepted as text.

Letter of reference **must be a PDF file** or other supported media type
If you are unable to upload your letter, you can manually enter it by clicking the tab, above

New file
j/Desktop/DEMO files-recru [Browse...](#)

Optional Comment
Dear Search Committee...

About to upload:
Reference Letter.pdf [Upload Letter](#)

The Reference provides a letter of recommendation.

How Approvers Use Recruit

These instructions are for any faculty or staff who are named as approvers for a SEARCH PLAN, DIVERSITY REPORT, or a SEARCH REPORT. There are two quick ways to reach the approval screen:

1. Look for an email from Recruit, Subject: AP Recruit: Approval Request [name of recruitment].

- For the exact wording, see Appendix B, *"Notifications Sent to Approvers."*
- Approvers are prompted to log into Recruit with a direct link given in the email.
- The approval screen appears where the user will view, approve, or comment on the item.
- Approvers may opt-out of future notifications using the link in the email.

2. Or bypass the email and log into Recruit directly

- Navigate to <https://recruit.ap.uci.edu/> and click "UC Irvine Faculty & Administrators."
- Once logged in, the Home screen will display the link to any pending approvals:

[🕒 1 approval request is available for your review >](#)

- The link opens a personalized "To Do" approval bin, filterable by the type of approval.

To Do	
Search Plan (Your role: Dean's Analyst) Cardiovascular Professor Extraordinaire (JPF00667) Department D • Submitted for approval 7/25/2014 by Kim Gerrard	> 1 upcoming approval request
Type ☒ Search Plan ☒ Applicant Pool	

- Clicking on the name of the recruitment opens the approval request screen.

The approval request screen:

Download button: opens a PDF of the plan.

Leave a comment button: to leave a comment for the analyst and/or other approvers.

Approve button: to approve the plan.

> **Approvers:** displays the identities of any other approvers named in the workflow. Roll over the icons with your mouse to see the approval date and time. The arrow indicates who is the next person in line to approve.

> **Comments:** expand the > arrow to view all comments.

How Committee Reviewers Use AP Recruit

Committee reviewers log in using the UC Faculty & Administrators link on the AP RECRUIT homepage (will be for Berkeley):



A Faculty Reviewer's Quick Guide is available for download in the sidebar on the Home page.

Need Help

Quick Guides for

- [Approvers](#)
- [Faculty Reviewers](#)
- [Department Staff](#)

Check out the [documentation](#) or [contact support](#)

Reviewers click on **Applications** from the menu at the top of their screen.



Those recruitments to which the reviewer has been given access are listed with direct links into the applicant pools. (The totals indicate only completed, unhidden applicants)

JPF00173	Super Best Job	Recruit Analyst	Davon Hartmann alana_beier@towne.name	Academic Affairs	Final and Closed 6/28/2013 – 7/8/2013
List Applications (5)					

The blue tab is the Entire Pool view:

Nam Noddit Particle Physics Professor

JPF00526 • Department D / School of QA

[My Recruitments](#)

Contact: Tremayne Hauck

Recruitment Details View Applicants

Download This Data Download Names & Addresses Change Columns

Q Name, note, reference, etc. Search

Qualified

Unknown

Unqualified

Entire Pool

Read: Read Unread

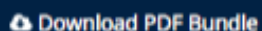
☐	Personal Note	Applicant	Highest Degree	Current Position	Status	Last Updated
☐	Add	Aufderhar, Jaren • • • • • Loa Download	quo nihil Dolores Perferendis School 2012-05-29 10:46:05	Non College Qui Illum	Selected candidate by Kim Gernard Jun 19, 2013 10:29am	Jun 19, 2013 10:23am
☐	Add	Burke, Winston • • • • • Loa Download	aperiam molestias Qui School 2012-05-29 10:46:05	University of Connecticut Voluptas Non	Complete by applicant	May 29, 2013 9:37am
☐	Add	Mead, Margaret • • • • • Loa Download	aperiam et Quasi School 2012-05-29 10:46:05	Rem College Qui Aliquam	Invite for interview by Recruit System Jun 6, 2013 7:42pm	May 29, 2013 9:37am
☐	Add	Stark, Jane • • • • • Loa Download	unde tempora Iusto Institute	Vero Institute Et Et	Withdrawn by Kim Gernard May 29, 2013 9:37am	May 29, 2013 9:37am

Reviewing the Applications

Reviewers click on the name of an applicant to reveal their application and the following view opens:

69.

pages are placed in-between each document with the title and any other information about the document (if available).

 Download PDF Bundle

4. Letters of Reference

- Below the documents section, find the references' names and letters (if letters are a requirement). If the letter has been supplied, it is viewable via any of the three methods mentioned above.
- If the applicant has requested the letter, this will be indicated, "Letter requested but not yet uploaded".
- If the applicant has not yet requested a letter, this will be indicated, "Letter of Reference not yet requested".

5. Review – Personal Note

- Jot a personal note to yourself about the applicant. This is just for you; not shared with any other committee member or the analyst.

6. Public Comments

- Type or update your comment in the box provided in the **Your Comment** section.
- One comment per applicant. You may return and add more text, but it is still considered one comment.
- Your name will be displayed below your comment.
- There is no limit on the number of characters permitted in the comment field.
- Comments are displayed to the rest of the search committee.

7. Flags

- Any user may flag an applicant by typing into the **Add Flag** box.
- Your name will be displayed below your flag.
- Flags are by default, displayed to the rest of the search committee.
- Analysts, committee chairs, and editors may privatize their own flags and may privatize existing flags placed by others.
- Unlike comments, **flags** are intended to be a unique set of labels applied to applicants to help categorize them. You may not use the *same* flag for one applicant.

Appendix B

Notifications Sent to Applicants

1. The application has been started.

- ❖ Sent to applicants when they start their application.
- ❖ Will be suppressed if the analyst added the application.
- ❖ If IRD recruitment, includes a notation, "To ensure full consideration complete by [review date]."
- ❖ If IRD recruitment, includes a notation if application was submitted after the review date. See sample below.

Subject: AP Recruit: Application Started

Dear [applicant name],

Thank you for starting an application for [Recruitment name] at the University of California, Berkeley.

<<< INSERTED FOR IRD RECRUITMENT >>>

To ensure full consideration, please complete your application by [review date].

<<<END OF TEXT FOR IRD RECRUITMENT>>>

=====
Your Application Details
=====

Your username: [username]

Login link: [Link to applicant login]

Recruitment Name: [recruitment name]

Department: [department name]

School: [school name]

<<< INSERTED FOR IRD RECRUITMENT if submitted after the review date has passed >>>

Note that at this time no additional review dates have been scheduled, so your application may or may not be considered by the search committee.

<<<END OF TEXT FOR IRD RECRUITMENT>>>

You may continue to modify your application until [Date]. After [Date], no further updates are allowed.

=====
Questions?
=====

If you have any questions about your online application or the process, please contact us.

[link to contact form]

Thank you for your interest in the University of California, Berkeley.

UC Berkeley AP Recruit Team
University of California, Berkeley

2. Thank you for completing your application.

- ❖ Sent to applicants a few hours after they complete their application.
- ❖ Will be suppressed if applicant was *manually completed* by the department.
- ❖ Includes any modification dates.
- ❖ If IRD recruitment, includes warning that modifying after a certain date could disqualify them from consideration.
- ❖ Includes a reminder to take the diversity survey if the system detects it has not been taken.

Subject: AP Recruit: Application Complete

Dear [applicant name],

<<<< INSERTED ONLY IF SURVEY HAS NOT BEEN SUBMITTED >>>>

Please complete a one-page survey to help us meet our obligation as a federal contractor.

[Link to Diversity Survey]

<<<< END OF TEXT FOR THE NON-SURVEY TAKERS >>>>

Thank you for successfully submitting your application!

```

=====
Application Details
=====
Position Name: Adolescent Psychology Assistant Professor
Department: Psychology & Social Behavior
School: School of Social Ecology

Username: [Applicant's username]
Status: Submitted
Login link: [Link to applicant login]

You may continue to modify your application until [Date].
After [Date], no further updates are allowed.
=====
Questions?
=====
If you have any questions about your online application or
the process, please contact us.

    [Link to contact form]

UC BerkeleyAP Recruit Team
University of California, Berkeley

```

3. Thank you for completing your application and survey reminder.

- ❖ Sent to all completed applicants who have not taken the survey.
- ❖ Sent 4-5 days before the recruitment's edit deadline (a final date or review date).

```

Subject: APRecruit: Application Confirmation and Survey Request
Dear [applicant name],

We request that you complete the following survey by [Date].
This survey helps UC meet our obligation as a federal
contractor.

    [Link to Diversity Survey]
=====
Application Details
=====
Position Name: Associate Professor - Biochemistry
Department: Biochemistry
School: School of Biological Sciences

Username: [applicant's username]
Status: Submitted
Login link: [Link to applicant login]
You may continue to modify your application until [Date]. After
[Date], no further updates are allowed.
=====
Questions?
=====
If you have any questions about your online application or the
process, please contact us.
    [Link to contact form]

UC Berkeley AP Recruit Team
University of California, Berkeley

```

4. Deadline approaching – completion reminder.

- ❖ Sent to all incomplete applicants ~3 days before the recruitment's edit deadline (a final date or review date).

Subject: APRecruit: Application Completion Deadline Approaching

Dear [applicant name],

Thank you for starting an application for [position] at the University of California, Berkeley.
To ensure full consideration, please complete your application by Sep 18, 2013

=====

Your Application Details

=====

Your username: [applicant's username]
Login link: [Link to applicant login]

Recruitment Name: [XYZ]
Department: [Pediatrics]
School: [School of Medicine]

=====

Questions?

=====

If you have any questions about your application or this recruitment, please contact us:

[Link to Contact form]

Thank you for your interest in the University of California, Irvine.

UC Berkeley AP Recruit Team
University of California, Berkeley

5. Application is in the system.

- ❖ Sent to applicants who were added by an analyst, provided the analyst asks for the system to notify the applicant.

Subject: APRecruit: An application has been submitted on your behalf

Dear [applicant name],

An application has been established on your behalf for the position noted below and is on file at the University of California, Irvine.

Position Name: Assistant Professor - Atmospheric Chemistry
Department: Chemistry
School: School of Physical Sciences

--

[Analyst signature]
University of California, Berkeley

6. Access your application

- ❖ Sent to applicants who were added by an analyst when the analyst activates the application to allow the applicant to log in.

Subject: APRecruit: Access Your Application

Dear [applicant name],

The application that was created in your behalf is ready for your inspection and/or management.

Position Name: Assistant Professor - Atmospheric Chemistry
Department: Chemistry
School: School of Physical Sciences

To access your application, log on within 72 hours by using the following link:
[Link to log in]

This will direct you to a page displaying your ApplicantID (login name) with an opportunity to choose a confidential password. This link will

expire in 72 hours.

--

[Analyst signature]
University of California, Berkeley

7. **Notification of a new, optional document request.**

- ❖ Asks an applicant to log in and provide a document that was added after the recruitment opened
- ❖ Sent to all applicants, complete or incomplete.
- ❖ A date to provide the document is provided.

Subject: APRecruit: Optional Document Requested

Hello Jane Stark,

You are being sent this email because you applied to the following position at the University of California, Irvine:

Recruitment: Professor of Lorem Ipsum
Department: Department D

Please note that the hiring department has requested that you provide a new, optional document:

[Optional document title]

You have until [Date] to provide this document. Log into your application here:

[Link to log in]

More information from the hiring department:

[Custom text provided by department when requesting new letter]

If you have any questions, please contact the hiring department directly:

[Link to contact form]

Thank you for your interest in the University of California, Berkeley.

--

[Analyst signature]
University of California, Berkeley

8. **Notify applicant of password reset**

- ❖ Provides for an applicant who has forgotten their password to reset it.
- ❖ Initiated by applicant using "Forgot your password?" tool on the Apply page.

UC Irvine Recruit: Password Reset

Dear [applicant name],

You requested to reset your password for UC Irvine's Recruit system. Please visit the following link in order to complete this task:

[Link to reset/confirm password]

Note that this link will expire within 72 hours of your reset request.

Thank you for using Recruit.

--

Link to AP Recruit apply page

Notifications Sent to References

1. Request a letter of recommendation from the reference (applicant-initiated).

- ❖ Asks the reference to log in and submit a letter.
- ❖ Applicant can re-send request until the final date or review date.

Subject: APRecruit: Letter of Reference Requested

Hello [reference name],

[Applicant's name] is requesting a letter of reference from you for a position at the University of California, Berkeley in the [Name of department].

Applicant Name: [Name of applicant]

Applicant Email: [applicant's email]

Applicant Notes: [Custom text provided by applicant]

Position Name: Adolescent Psychology Assistant Professor

Department: Psychology and Social Behavior

School: School of Social Ecology, UC Irvine

At your convenience, please consider providing this letter electronically by using the following information:

Easy Login Link:

[Link to direct upload after reading Confidentiality Statement]

If the Easy Login Link isn't working, try logging in with the following information:

URL: [link to Recruit's reference login page]

Email: [the reference's email]

Token: [unique-identifier-alpha-numeric string]

Please read the University of California's confidentiality policy regarding external letters of recommendation:

Although a candidate may request to see the contents of letters of evaluation in accordance with California law and University policy, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources.

At your convenience, please consider submitting a letter of reference using the information above.

Thank you for your time,
University of California, Berkeley

2. Request a letter of recommendation from the reference (department-initiated).

- ❖ Asks the reference to log in and submit a letter.
- ❖ This ability is only available if the reference requirements are set to "Contact only."
- ❖ Department may re-send at any time.

Subject: APRecruit: Letter of Reference Requested

Dear [Reference name],

You are invited to submit a letter of reference for [applicant name] for the position of [recruitment name] at the University of California, Berkeley.

At your convenience, please consider providing this letter by emailing it to [department address].

Please read the University of California's confidentiality policy regarding external letters of recommendation:

Although a candidate may request to see the contents of letters of evaluation in accordance with California law and University policy, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources.

Thank you for your time.

[Analyst signature]
University of California, Berkeley

3. **Reference thank you.**

- ❖ Thanks the reference for providing a letter.
- ❖ Initiated by the reference's upload action.
- ❖ Informs reference that the letter will become part of the applicant's appointment file if an offer of employment is extended.

Subject: AP Recruit: Thank you for your contribution

Dear [Reference name],

Thank you for submitting a letter of recommendation. Your letter is now available on-line for viewing by the faculty search committee.

We would like to include your letter in the appointment file when an offer of employment is extended. If you have any concerns about this, please contact [analyst's name and email].

[Analyst signature]
University of California, Berkeley

Notifications Sent to Approvers

Approver's notification.

- ❖ Approvers who are next in line in the workflow receive the email.
- ❖ If a step is approved before it is the current step, the email is suppressed.
- ❖ Approvers are never emailed twice for the same request.
- ❖ If there are multiple people listed in a step (alternates), all receive the email simultaneously.
- ❖ Submitters of the item (Plan, reports, etc) receive a cc of the emails.

Subject: UC Irvine Recruit: Approval Request: [Associate Professor of Chemistry [JPF00123]

Hello [Approver name]

Your approval is required for:
Recruitment name: Associate Professor of Chemistry (JPF00123)
Approval request for: Applicant Pool Report
Your role: Committee Chair

To view, approve, or comment on this request please visit:
[Link to approval screen]

If you have any questions, please contact the user who requested the approval:

[Analyst's name, email]

To change how you are notified about approvals, click here:
[Link to change notifications]

Approver's notification – Updated Reports

- ❖ Approvers who have previously approved a diversity or search report are sent an email if the report has been updated.
- ❖ The notification is an FYI and not a request for a re-approval.

Subject: UC Recruit: Approval Update: [Associate Professor of Chemistry [JPF00123]

Hello [Approver name],

A document you have approved has been updated.
 Recruitment name: Associate Professor of Chemistry (JPF00123)
 Approval request for: Search Report
 Your role: Equity Advisor
 You approved: 9/3/2014 at 12:27pm

The reason for the update is because we hadn't marked the disposition reasons for the unqualified applicants.

Your approval still stands. However, if you wish to view or comment on the changes, please visit:

[\[Link to approval screen\]](#)

If you have any questions, please contact the user who requested the approval:

[Analyst's name, email]

To change how you are notified about approvals, click here:

[\[Link to change notifications\]](#)

Notifications Sent to Analysts

Notification of completed approvals

- ❖ Email is sent to the submitter of the item (Plan, reports, etc.) when all required approvers have signed off.
- ❖ Email also informs recipient of the next steps to take.

Subject: UC Recruit: Approval Complete: [Associate Professor of Chemistry [JPF00123]

Hello,

Your request for approval is complete!

Recruitment name: Associate Professor of Chemistry (JPF00693)

Approval request for: Search Plan

To view this request, please visit:

[\[Link to approval screen\]](#)

Your next steps:

*Publish the recruitment so that applicants can start applying.

*Monitor incoming applications and mark each as meets basic qualifications or does not meet basic qualifications.

*Assign disposition reasons to applicants who do not meet basic qualifications.

*Submit the applicant pool report for review and approval by the search committee chair at least one week before the close date to assess if additional outreach is needed before closing the recruitment.

--

Message generated by UC Irvine AP Recruit

To change how you are notified about approvals, click here:

[\[Link to change notifications\]](#)

Applicant Pool Report Needed

- ❖ Email is sent to the creator of the recruitment and the person who configured it for online. (often this is the same person).
- ❖ Email message differs from campus to campus. The following depicts the message sent to UC Irvine's analysts.

Subject: UC Recruit: Applicant Pool Report Needed : [Super Best Job [JPF00673]

Hello [Analyst Name],

Super Best Job (JPF00673) hit its final date. Since Feb 12th, 2015 applicants can no longer edit their applications.

That means that it is time to submit an applicant pool report. This report will help you determine if you have a good pool of applicants to begin reviewing, or if you should do further outreach efforts.

To submit a report:

- * Go to [\[Link to Applicant Pool reports screen\]](#)
- * Click "Create New Applicant Pool Report" and fill out the form
- * Click "Create"
- * Your new report will appear in the list, timestamped with today's date
- * Click "Submit as new approval" on your new approval
- * Verify that the approvers listed are the ones you expect
- * Click "Yes, submit for approval"
- * Fill in the names of any approvers that need to be specified

The first approver will be notified shortly. Return to the approval page often to make sure no one has any trouble.

You will be notified when each signature is attained and when the approval is complete.

Supporting AP Recruit's End-Users

AP Recruit technical supporters (those with Administrator access) will see inquiries with these subject lines:

- Subject: UC Recruit: Question (Technical)
- Subject: UC Recruit: Question (General)
- Subject: UC Recruit: *Reference* Question (General)
- Subject: Recruit: Contact Us

Analysts will see inquiries sent to their department. The subject line displays the name of the recruitment. Administrators will receive a copy of these messages but they are intended for the department to respond to. Example:

From Recruit@ucdavis.edu Subject [Recruit] UC Irvine Recruit: Applicant Question for Assistant Professor – Ballet To k.singh@ucdavis.edu	Note: Always check the footer of the email you receive. The system provides time-stamps and other helpful sender information for supporters to address the email.
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There are numerous locations where an applicant can find the "Contact Us" link (in the footer, on the top of help pages, etc). One point of contact is beneath the recruitment name on the Apply page, where a person who is not logged in can send a question (Figures A-D).

Contact Us

My name:
Joan Applicant

My email:
joanapplicant@kasprovw.edu

Recruitment:
MN Recruitment Test

My Question:
Recruitment-specific Technical Support General Question Missing Recruitment?

Your question or comment will be sent to technical support or the administrator for the recruitment.

Note: Please provide the recruitment/department/school information for faster assistance.

I am interested in your position but notice that it is closing tomorrow. I am just getting my materials ready today and was wondering if you could accept them late.

Figure A: The "Contact Us" form to use with a question directed to the department. (person is not logged in)

Contact Us

My name:
Joan Applicant

My email:
joanapplicant@kasprovw.edu

Recruitment:
MN Recruitment Test

My Question:
Recruitment-specific **Technical Support** General Question Missing Recruitment?

Your question or comment will be sent to technical support or the administrator for the recruitment.

Note: Please provide the recruitment/department/school information for faster assistance.

I intend to apply to the position Super Best Job. After I apply will I be able to return and update my application?

Figure B: The "Contact Us" form to use with a technical question. (person is not logged in)

Contact Us

My name:
Joan Applicant

My email:
joanapplicant@kasprovw.edu

Recruitment:
MN Recruitment Test

My Question:
Recruitment-specific Technical Support **General Question** Missing Recruitment?

Your question or comment will be sent to technical support or the administrator for the recruitment.

Note: Please provide the recruitment/department/school information for faster assistance.

Am I going to need references?

Figure C: The "Contact Us" form to use with a question that is general. The technical staff will receive this. (person is not logged in)

Contact Us

My name:
Joan Applicant

My email:
joanapplicant@kasprovw.edu

Recruitment:
MN Recruitment Test

My Question:
[Recruitment-specific](#)
[Technical Support](#)
[General Question](#)
[Missing Recruitment?](#)

If the recruitment you are looking for is not shown:

- **Contact the hiring department directly for assistance.**
- Contact email and phone number is usually stated in the advertisement for the recruitment.

Reasons a recruitment may not be shown:

- It is possible that applications are being accepted in a different form other than through this website.
- The open application period may have lapsed.

Figure D: Applicants who cannot locate a position on the Apply page are given instructions to contact the department for assistance.

Contact Us

Please see our Common Questions (below) for quick assistance

From / Reply To:
kgerrard@gmail.com

I Need Help With:

- ✓ Application/References for IRD Future
- General Question (eg. other positions, UCI)
- Technical Support (eg. upload problems)

Your question or comment will be sent to Recruit support or the administrator for the position.
 A copy of this message and a reply (if necessary) will be sent to **kgerrard@gmail.com**.

Common Questions

How do I request a letter of reference from one of my references?
 Requesting a letter of reference is necessary only if a letter must be submitted. Use the "Request Letter of Reference" link to send a request to one of your references. If this link is not available, the department will contact your references as appropriate.

I use a dossier service for references. How do I submit my letters?

Figure E Mail is routed to the proper person when the applicant chooses from the drop-down menu. (person is logged in)